



## THE GUIDELINES FOR SUBMISSION OF REFERENCE LETTERS

Please be informed that as a part of your application you will need to provide Reference letters (depending on the program from 2 to 4) from individuals who are able to comment on your abilities in academic and/or professional settings and are familiar with your achievements and future aspirations.

Reference letters must be written in English (or provided with notarized English translation).

As soon as you click on "Submit application" button, an automatic email will be sent to referees' email addresses that you provided in your application form. Please ensure that provided email addresses are valid. The automatic e-mail can be sent only once. In case of misprint, your referee will not receive the e-mail and cannot upload his/her reference letter.

### SPECIFY IN YOUR ONLINE APPLICATION FORM:

- FULL NAME OF THE REFEREE
- POSITION
- ORGANIZATION
- PHONE
- E-MAIL

**Please do not upload or send your Reference letters yourself, they will not be accepted.**



### Your referees will have two options:

Option 1 – if your Referee has a corporate/institutional email address, he/she should fill out the generated Form in English. If your Referee is inconvenienced by this option, he/she may also consider the Option 2.

Option 2 – if your Referee does not have a corporate/institutional email address, then Reference letter should be written on the letterhead of the organization that the referee represents, with the contact information, date and signature of the referee. If a letterhead is not available then the letter should include the seal of the referee's organization/institution. The scanned copies of their Reference letters must be uploaded by using the link sent to him/her.

Reference letters have to be provided within 7 (seven) days upon receipt of the link

Admissions Committee members may contact your Referees if they have questions or need further details on any aspect of your application

### Frequently Asked Questions:

#### ***Who can be my referee?***

People related to you in academic and professional fields can be your referees, such as your professors, academic advisers, teachers, deans, employers, colleagues, strategic partners, etc.

#### ***In case my referee refuses to provide a reference letter, can I indicate another referee?***

In this case, you will need to send a request to the email address indicated in the upper right corner of your application form. Please provide other Referee's information with the his/her full name, email address, title, organization, and phone number and the Admissions Department staff will replace the information in your application form.

#### ***Can I specify someone who is retired or works for another organization as a referee?***

If the Referee is retired/working at another job, he/she can specify the previous job, indicating this point in the recommendation letter.