



## Guidelines – Recommendation Letter – Applicant to the Pre-IB or IB Diploma Programme 2022

Thank you for agreeing to provide a recommendation letter for your student. The recommendation letter is a very useful tool for us in the application process. The student's grades are obviously important, but we would like to be able to see beyond grades and build a bigger picture of the applicant. The recommendation letter helps us do that.

The recommendation letter can either be from one teacher alone, or it can be a composite recommendation from several teachers/a school counsellor/the Head of the school.

Please note: we would prefer the recommendation letter to be in English, but we will also accept recommendation letters written in Danish. If the recommendation letter is written in a language other than English or Danish, the applicant will need to provide an official translation.

The recommendation letter should include three key components:

- A paragraph or sentence that explains how you know the student and the duration of your relationship with them.
- An evaluation of the student and their skills/accomplishments (please see below). If possible, please offer specific examples that illustrate the student's strengths and qualifications. These examples should be brief but detailed.
- A summary that explains why you would recommend this student.

### Skills/accomplishments:

Please comment on as many of the points below as you possibly can:

**Skills/abilities/strengths** in the classroom in your subject(s).

**Work ethic** – how well does this student prepare for class?

**Punctuality** – to what extent does this student come to class on time and to what extent does this student meet the deadlines that you set?

**Participation** – is your student an active participant in class? If not, why not?

**Persistence** – does your student possess grit and determination? Please offer an example.

**Potential** (leadership, or otherwise) – what potential do you see in this student?

**Contributions & Accomplishments** (in or out of the classroom) – please comment on any other aspect of the student that you feel is relevant.

### Contact Details:

Please state your full name and contact details (email and/or contact phone number) at the end of the reference.