



OFFICE OF THE REGISTRAR
Letter of Recommendation

(To be filled out by the candidate)

Full name of the applicant (in block letters)

(To be filled out by a university instructor, employer or by a member of a professional association)

The above-mentioned candidate has applied for admission into the school of graduate studies of Woldia University. The Office of the Registrar will greatly appreciate your assistance in assessing the applicant by answering the following questions. The information supplied will be held confidential.

1. For how long and in what capacity have you known the candidate?
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2. Give your evaluation of the applicant's academic potential to pursue graduate studies.
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3. State the candidate's special points of strength and/or weakness in his/her area of specialization.
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4. State how the graduate program in the area of the candidate's specialization will equip the candidate to serve the best interests of the country better than with the education he/she has now.
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5. Describe the candidate's character and ability specially with respect to withstanding the rigors of graduate studies, and professional commitment.
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.....

Name:

Position:

Date:

Signature:

Organization:

P. O. Box/Street:

Town/City:

Country:

Fax:

E-mail:

Telephone:

Please seal and sign on the postage mail the completed form directly to the following address
Office of the Registrar, Woldia University P. O. Box 400, Woldia, Ethiopia.



OFFICE OF THE REGISTRAR
Letter of Sponsorship for Graduate Study

(To be filled out and signed by the head of the organization)

The University appreciates your assistance in filling out (three copies) and sending this form to:

Office of the Registrar
Woldia University
P. O. Box 400
Woldia, Ethiopia

On behalf of _____, the organization of which I am head, I am committing the said organization to grant a financial support to Mr./Mrs./Miss _____ in the course of his/her post-graduate training in _____. The financial support which is intended to cover _____.

(Please mark on the financial support you are intended to cover)

- 1) Living expense
- 2) Tuition fee
- 3) Research expenses

the graduate student will be maintained until the completion of the study. Moreover, I express the organization's agreement to refrain from obligating the graduate student to undertake extra-work assignments which may jeopardize his/her program of study. I am cognizant of the fact that the concrete reality of the country dictates that education in general, and graduate studies in particular, must be geared towards the solution of specific problems affecting the society. I am, therefore, aware that this specific training my organization is sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, through my signature affixed below, I am committing my organization to maintain an appropriate position of employment for the student after the completion of his/her graduate studies.

Date _____
Signature: _____
Name: _____
Position: _____
Organization: _____
Address: _____

Official seal