



**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.



**Academic Records** (Start from recently obtained Credential)

University/ College	Country	Major field of study	Diploma/Degree /Masters	CGP A	Year of attendance	
					from	to

**Employment Record** (Start from the recent employer)

Name of employer/ organization	Address	Position(s) held	Service year	
			from	to

**Publications** (if any)

Attach list of articles you have published, write name of journal(s) and year of publication

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**Checklist of documents submitted** (mark in the boxes)

Completed application form	
Copy of Diploma/Degree/Masters	
Copy of transcript (student copy)	
Curriculum vitae	
Sponsorship letter (if any)	
Recommendation letters (3)	

Statement by the applicant I hereby certify that all the information given in this form is complete and correct. I fully realize that the university is entitled to take any action on me; including dismissal if the information given by me here is found incorrect or misleading at any time. I also realize that I will not be entitled to any reimbursement of whatever fee I might have paid in cases where the university takes any action on me as a result of the incorrect or misleading information given by me. I further undertake to observe all the rules and regulations of the university if I am accepted by the university, and to refrain from any activity which may be contrary to the interest of Ethiopian people. I shall take full responsibility for reading and abiding by the rules and regulations of the University.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENTION!** Please check the academic calendar of Woldia University for the date of entrance examination.



**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