

# Instructions for Letter of Recommendation: Professional Reference

Dear Professional Referee,

We greatly appreciate that you are able to provide a professional reference for an applicant to the 2023-2025 admission to [Lund University International Master’s Programme in Environmental Studies and Sustainability Science](https://www.lumes.lu.se/) (LUMES).

As LUMES is international and inter-disciplinary and entirely conducted in English, your contribution is important in our final assessment of the applicant’s capacity and general suitability to successfully complete the programme.

There is a professional **reference form available on our website**, which you are encouraged to use. If you write a Letter of Recommendation without using the form, please follow these instructions.

Please begin the letter with Letter of Recommendation for …. (Name of Applicant and his/her **application number**). In the letter, please answer the following 8 questions:

1. How long have you known the applicant, and in what capacity?
2. What is your assessment of the applicant’s professional development and achievements?
3. What is your assessment of the applicant’s ability and aptitude to constructively contribute to the goals of the employer, and to the achievements in the working place?
4. What is your assessment of the applicant’s general character, diligence, creativity, and capacity for original thought?
5. What is your assessment of the applicant’s ability to work (a) independently, (b) in teams?
6. If you are able to judge: What is your assessment of the applicant’s proficiency in the English language?
7. What is your assessment of the potential of the candidate to successfully complete an international, interdisciplinary 2-year master’s programme within the given time frame?
8. Finally, what is your overall recommendation to the Selection Committee?

It is important that we get your e-mail address and telephone number, if we need to contact you for further information. We would very much appreciate if you write in English, although we also consider letters written in Swedish, Danish or Norwegian.

Submit this reference form by e-mail, postal service, registered mail or delivery service.

*Postal service and registered mail*

PostNord Strålfors AB
Att: University Admissions in Sweden
R 312
SE-190 81 Rosersberg
Sweden

*Delivery service (DHL, FedEx etc.)*

PostNord Strålfors AB
Att: University Admissions in Sweden, 070 651 15 01
Järngatan 11
Kaj 21-25
SE-195 95 Rosersberg
Sweden

*E-mail – please write the applicants application number as subject*
LUMESreference@lucsus.lu.se

Note that this inbox is unattended. Questions should not be emailed to this but to the programme administration, please see [www.lumes.lu.se](http://www.lumes.lu.se) for contact details.

Do not give the reference letter to the applicant or copy him/her to the email.

**This form must reach us by February 1, 2023**.

Thank you.