

Procedure of applying recommendation

1. Choose your teacher-referee

You should choose referees based on three criteria (in order of importance):

- How well have I done in the teacher's classes?
- How well does the teacher know me and how up-to-date is that knowledge?
- Will the teacher's position or reputation carry weight with the selection committee?

2. Prepare a package of useful information about yourself

It should include:

- Application form (download from Career Corner);
- Report cards or any relevant academic history;
- Personal statement that will be included in your application;
- Any forms that the teacher-referee will be asked to fill out
(fill in all of your personal particulars, along with as much of the teacher's as possible, in advance)