

# RECOMMENDATION FORM – COLUMBIA UNIVERSITY

## SCHOOL OF PROFESSIONAL STUDIES

**Applicant Name:** \_\_\_\_\_

**Recommendations are optional, not required.** You can submit information for 1-2 recommendation(s).

You must provide the information for each recommendation provider (recommender) on a separate form. The form has to be submitted to IEC Online GmbH (IEC) together with the rest of the application documents.

IEC will submit the information provided via an electronic online form created and maintained by Columbia University, School of Professional Studies (SPS), on the applicant's behalf.

The university will directly contact the recommender(s) via email\* after a complete application has been submitted online and asks for the recommendation. Please instruct your recommender(s) to keep an eye on their emails and to provide information accordingly.

***Recommendations should be provided by employers, supervisors, professors, or others who are able to comment on your professional and educational goals and potential (no friends or relatives please).***

### Recommender's Information

Recommender Type:  
e.g. academic, professional, ... \_\_\_\_\_

Recommender First Name: \_\_\_\_\_

Recommender Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Relationship to Applicant:  
e.g. former employer \_\_\_\_\_

**\*Please make sure that the email address is correct and working!**