

2020-2021 UM Holland-High Potential Scholarship Deadline: 1 February 2020

Reference letter guidelines

Applicants for the Maastricht University Holland-High Potential Scholarship are required to have 1 reference letter from professors or employers submitted on their behalf. Because this scholarship programme is so selective, reference letters are an integral part of the application and selection processes. Thank you in advance for submitting a reference letter for your (former) student or employee.

Reference letters must be submitted by email in **PDF** format to hnp.scholarship@maastrichtuniversity.nl **by 1 February 2020** (Central European Time). Acceptable reference letters will adhere to the following guidelines:

- Written in English and typed.
- Dated and no more than one year old (written 1 February 2019 or later).
- Maximum 1 page in length.
- Contain the contact details of the author including **institutional or work** email address and telephone number. Letters with only a personal email address will be rejected.
- Signed by the author.
- Describe the relationship between the referee and the candidate. For example, outline the candidate's performance on a project, in class, or as part of a team.
- Quantify the high potential of the candidate by providing accurate descriptions of their achievements in the classroom, their community, or place of work.
- Indicate how the candidate's high potential will be leveraged by their participation in their Maastricht University Master's programme.