

## Confidential Letter of Recommendation

This letter refers to Mr. / Ms. ...., born on ..... in ....., who is applying to the Max Planck School of Photonics, Germany and its scholarship program.

1. How long and in what capacity have you known the candidate?

2. Please give your personal impressions of the applicant's intellectual ability, aptitude to conduct research in the field specified, capacity for analytical thinking, or professional skills. Comment on the applicant's character, the quality of previous work, and the promise of productive scholarship.

3. Please rank the candidate compared to the graduates of his/her year of graduation.

	Best 3%	Best 5%	Best 10%	Best 20%	Best 50%	Below average
Student ranking						

4. Please rate the candidate in the following fields. Rankings should be related to other students in the same class, course or academic program or other persons of comparable experience.

	Very exceptional	Excellent	Very good	Good	Average
Intellectual ability					
Research aptitude					
Quality of previous work					
Promise as a professional in the field					
Overall recommendation					

5. Please give an overall rating for the candidate as a candidate for our program.

	Very exceptional	Excellent	Very good	Good	Average
Overall recommendation					

**This Letter of Recommendation has been issued by:**

Signatory last and first name: \_\_\_\_\_

Position: \_\_\_\_\_

University/Faculty/Department: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(if possible: stamp/seal of your institution)

Please fill in this form, print it and sign it. You may either

1. scan it as a PDF and hand it over to the candidate who will upload it

OR

2. send it confidentially as a PDF via email to [photonics@maxplanckschools.de](mailto:photonics@maxplanckschools.de) with subject "MPSP registration ID – Last name, First name"

OR

3. send it confidentially via postal service to

**Max Planck School of Photonics, Head office  
Friedrich Schiller University Jena  
c/o Abbe Center/School of Photonics  
Albert-Einstein-Str. 6  
07745 Jena, Germany**

For all three options, please consider the submission deadline and general timelines given at [www.maxplanckschools.de/23572/application](http://www.maxplanckschools.de/23572/application).

On behalf of the Max Planck School of Photonics, thank you very much for your time and cooperation.