Recommendation Letters Guidelines

Please provide contact information for two (or maximum three) referees in the reference section of the on-line application form. You need two letters of recommendation from referees familiar with your academic background. Letters from others, such as community leaders, who cannot speak directly to your academic abilities, will not affect your chances of admission.

Referees shall submit their recommendation letters directly themselves, either **on-line,** by using the link sent by an automated e-mail, **or in paper form** sent by the referee in a sealed envelope with her or his signature across the envelope. Other forms of delivery are not acceptable.

Please note that the application deadline is March 31, 2019. By this date, all documents including the letters of recommendation must be received by us.

How to request a recommendation letter on-line

In the reference section of the on-line application, fill in the correct email address of each referee. Click the **send request** button under the referee and your referee will receive the request by automated e-mail. You need to do this separately for each referee.

You can request recommendation letters anytime, even **prior to** submitting the final version of your application, in order to give your referees enough time to submit the letter.

In case you forget to press the send request button, the request will be sent to the referee (i.e., to the specified e-mail address) **after** you submit your complete application.

It is your responsibility to inform your referees about your application to the PhD program in Economics at CERGE-EI. **Please also make them aware that they might want to check their spam folders as the recommendation letter request might end up there.**

You can check the delivery status of your recommendation letters by logging in to the reference section of the on-line application. You can do this any time, prior to or after submitting your application. The delivery of recommendation letters is independent of your application submission. You can and should submit your online application prior to your recommenders submitting their letters.