



# Recommendation Form (Personal Reference)

\_\_\_\_\_  
Name of Institution / Firm

\_\_\_\_\_  
Name and title of person completing this form

I have known Mr./ Mrs. \_\_\_\_\_ since \_\_\_\_\_ for a period of \_\_\_ months and I am pleased to recommend him/her as a reliable, hard-working person, who will be a great asset to the staff of any business.

**FOR UNIVERSITY USE ONLY**

He/She is currently enrolled in \_\_\_\_\_

and has so far completed \_\_\_\_\_ semesters in this field of study.

**Further Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I support the planned work & travel stay in the US as it will be greatly beneficial to the student's personal and academic development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Academic / Business seal or stamp