**Letter of reference template – Behavioral Neuroscience (BN) PhD Program – Sapienza University**

**[On letterhead paper]**

[Please use either Italian or English for your letter and send it to behavneurosci-phd@uniroma1.it before the **deadline July 31, 2017**:

Name the file as **candidateLASTNAME\_referenceletter.pdf**]

a) Provide an accurate assessment of the applicant’s suitability for the PhD program rather than advocate for the applicant.

b) Briefly explain your relationship with the applicant:

• How long you have known the applicant; In what capacity you have interacted (e.g., faculty, pre‐medical advisor, supervisor, etc.); and

• Whether you are writing based on direct or indirect observation.

c) Focus on specific skills and capabilities (S&C) that you have observed directly when describing applicants’ suitability for the BN’s PhD program.

Consider describing:

• The situation or context;

• The actual S&C you observed;

• Any consequences of the overall applicant’s behavior during the interaction.

d) List any possible negative aspect

e) Admissions committees find comparison information helpful (e.g., ‘He/She was among the top five….’). If you make comparisons, be sure to provide context. Include information about: The comparison group (e.g., students in a class you taught, students in your department, coworkers, etc.); Your rationale for the final comparison.

Your details (name, address, telephone, email)

Your signature