

PROCEDURE FOR APPRAISAL LETTERS

Dear Sir, Madam,

Thank you for taking the time to read over our guidelines for appraisal letters.

General Guidelines

The appraisal letter should include a duly completed copy of the appraisal form ([click here](#)) and a personal evaluation of the applicant on official University letterhead paper.

The personal evaluation should be prepared on **official letterhead paper** and provide supplementary information on the applicant's performance, written work, marks, research accomplished etc. including both merits and shortcomings of the applicant in the light of his/her potential contribution in the chosen field of study.

Letters may be written in either French or English.

Appraisal letters must reach the Institute by **15 January 2012** at the latest - the closing date for receipt of applications.

The letters may be submitted to the Institute by e-mail or by traditional mail.

Letters being submitted by **E-mail**

Letters should be sent to the following email address:

Appraisal-Letters@graduateinstitute.ch

Please note that letters sent to other email addresses will not be considered.

For security and authenticity purposes, letters should be sent from the **referee's professional e-mail address**.

Letters being submitted by **Traditional Mail**

Letters must be prepared in sealed envelopes, contain the student's name on the front and be signed across the seal by the author. Letters can then be passed on to the applicant concerned **or** sent directly to the admissions office:

Institut de hautes études internationales et du développement
Student Services – Admissions Office
La Voie Creuse 16
Case postale 136
1211 Geneva 21
Switzerland