

Procedure for Reference Letters

Dear Sir or Madam,

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

General guidelines

- The reference letter should be prepared on official letterhead paper and provide information on the applicant's performance, work ethic, research and writing skills, etc, including both the merits and shortcomings of the applicant in the light of his/her potential contribution to their chosen field of study.
- Letters may be written in English or French.
- Reference letters must reach the Institute by **15 January** at the latest.
- You will receive an automatic email with the instructions for submission as soon as the C.M. applicant has validated his/her online application.
- In case you face any difficulties submitting the letter through our online platform, we will accept letters submitted to the Graduate Institute as an email attachment or by traditional mail. Please see below for specific instructions.

Letters submitted by email

Letters should be sent to the following email address:

llm@graduateinstitute.ch

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

For security and authenticity purposes, emails should be sent from the **referee's professional email address**.

Letters 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 be sent directly to the LL.M. Admissions Secretariat at the following address:

Tanya Norton
Graduate Institute of International and Development Studies
Chemin Eugène-Rigot 2A
Case postale 1672
CH 1211 Genève
Switzerland