

CS Reference Letter Principles

Description: This document is aimed at UG students that are planning to apply for MSc studies.

Who should I ask for reference letters?

All reference letters should be provided by:

1. your **academic advisor**
2. your (primary) final year **project supervisor**

Other staff will direct you back to your academic advisor and project supervisor.

There are only two exceptions to this general rule:

- Your academic advisor is also your project supervisor.
- The university you are applying to requires three reference letters.

If one of those exceptions applies to you then you can ask another member of academic staff. Please make sure to explain which exception applies when making such a request.

Under no circumstances you should involve more than the required number of academics in this process.

When should I start asking for reference letters?

There is no point in starting this process before you have met your final year project supervisor. Please do not start asking for reference letters before this has happened and in particular not before the start of your final year of undergraduate studies.

How many reference letters can I request?

You can request reference letters for **up to 5** MSc applications.

Hint

You should put some thought in the list of programmes you are applying to.

In particular, you should include some programmes, where you have a reasonable chance to get admitted.

It might be a good idea to discuss this list with your academic advisor.

What happens if all 5 applications are not successful?

If unfortunately these five applications were not successful, then you may ask your academic advisor to grant more reference letters. This will be considered on an individual basis and could be denied.

Hint

Your academic advisor is more likely to grant such requests if you have discussed the target programmes before you applied and you have been reasonable with the choice of programmes you applied to.

In any case, there is a **HARD limit of 10 letters**.

How can I request reference letters?

Reference letters must be requested via the [SAM system](#). Any requests not registered on the system may be declined.

- For each request please specify the university and programme you are applying to.
- Please make sure that you have put a request into SAM before you submit your application.
- Please update the status of each application in the [SAM system](#) when you receive offers or rejections.