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INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

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 **January 15** at the latest (the closing date for the receipt of applications).
- The letters may be submitted to the Graduate Institute as an email attachment or by traditional mail.

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 then be passed on to the applicant concerned or sent directly to the LL.M. Admissions Secretariat at the following address:

Jason Rudall
The Graduate Institute of International and Development Studies
BA 215, Villa Barton
Rue de Lausanne 132
1211 Geneva 21
Switzerland