

**Malayalee Engineers' Association (MEA), Houston, Texas, USA**

**Recommendation Letter**

(To be sent with "Detailed Scholarship Application Form")

Name of Applicant: \_\_\_\_\_

*To the Evaluating Authority: You have been requested to provide information in support of the above named applicant who is applying for a scholarship from Malayalee Engineers' Association, Houston, USA. We thank you for the time and effort in providing this input which will help us make a fair evaluation of the application. Please use additional sheets if you need more space to respond to the following questions. Applicant shall mail the Letter of Recommendation to MEA, Houston.*

1. How long have you known the applicant? In what capacity?
2. Based on your experience with other students, how would you rate the applicant in the following categories?

**Excellent**      **Very Good**      **Average**      **Below Average**  
**(top 5%)**      **(top 20%)**      **(top 50%)**      **(below 50%)**

Academic Merit: \_\_\_\_\_ Curiosity and Initiative: \_\_\_\_\_  
Problem solving skills: \_\_\_\_\_ Follows through and completes tasks: \_\_\_\_\_  
Leadership Skills: \_\_\_\_\_ Commitment to school and/or community: \_\_\_\_\_  
Extra curricular Activities: \_\_\_\_\_ Conduct: Respect for self and others: \_\_\_\_\_

Are there any particular examples that you can relate where the applicant has distinguished himself/herself in any of the above categories?

3. In your opinion, what are the candidate's outstanding personality traits?
4. Please state below your personal knowledge of the applicant's need for financial assistance to continue his/her studies:

Name of Evaluating Authority: \_\_\_\_\_

Job Title or Designation: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_