



LOR KIT

For Indian Students

Country & Course-Specific Guide:

Australia, UK, Germany, China, Finland, New Zealand



01. What Is a **LOR** and Why Does **It Matter?**

A Letter of Recommendation (LOR) is a letter written by a professor, supervisor, or employer **who vouches for your academic ability, professional skills, and character**. For Indian students, it is often the weakest part of the application; not because your recommenders don't know you, but because neither you nor they know **what a strong Western-style LOR looks like**.

This guide fixes that!

It covers

- how many LORs you need per country
- who to ask
- what to give them
- two ready-to-use sample letters and
- the most common mistakes to avoid, broken down by course type.



02. How Many LORs Do You Need?

Country	Number Required	Type
Australia	2-3	Academic + Professional
UK	1-2	Academic (sometimes 1 professional for MBA)
Germany	1-2	Mostly Academic
China	2	Academic
Finland	1-2	Academic
New Zealand	2	Academic + Professional

Always verify on each university with our student success consultants. Requirements vary by program. For MBA programs in all countries, **at least one** professional LOR from a direct manager is expected.

- **Engineering & STEM (CS, Data Science, Mechanical, Electrical, Biotech):** Your final year project supervisor is your strongest LOR. Second choice is a professor whose subject is closest to your Master's specialisation. If you have work experience, a technical lead or senior engineer is a strong third.
- **Medical & Health Sciences:** A clinical supervisor, research mentor, or HOD from your medical college carries the most weight. If you've done an internship or hospital posting, a senior doctor who supervised you is ideal.
- **Social Sciences & Humanities (Economics, Psychology, International Relations, Sociology):** A professor who supervised your dissertation or thesis is the best choice. Second is a professor of a subject closely related to your intended Master's. Professional LORs from NGOs, think tanks, or government internships are valued here more than in STEM fields.

03. Who Should You Ask?

- **MBA:** Both LORs should ideally be professional, from your direct reporting manager and a second senior manager. Academic LORs are acceptable only if you are a fresh graduate.
- **General Rule:** Choose recommenders who know your work specifically, not those who have impressive titles but barely remember you.

Send this after asking verbally. Always put the request in writing.

04. The Request Email (Template)

Subject: LOR Request, [Your Name], [Program] at [University]

Dear Professor / Dear [Mr./Ms. Last Name],

I hope you are well. I am applying to [Program Name] at [University Name] with a deadline of [Date] and would be grateful if you could write a Letter of Recommendation in my support.

I am approaching you because of [specific reason, your project supervision / the course I took under you / my time working in your team]. I believe you can speak directly to my [technical ability/research approach / professional growth].

To make this easy for you, I will share:

- My CV and transcripts
- A brief note on the program and why I'm applying
- Bullet points about our work together that you may wish to reference
- The submission link/format

Please let me know if you are able to support my application. I am happy to provide anything else you need.

Warm regards,

[Your Name] | [Course, Year] | [Phone Number]



05. What to Give Your Recommender?

Once they agree, prepare a short briefing document:

- Program name, university, country, and deadline
- Your relevant academic or professional highlights (4-5 bullet points)
- Specific projects or work you did together
- Skills or qualities you'd like them to highlight
- Submission instructions (email or portal link)

You may also offer a draft letter for them to edit; this is globally accepted practice and relieves your recommender significantly.



SAMPLE LOR 1:

Academic LOR (Engineering / STEM)

[Date]

To the Admissions Committee, [University Name], [Country]

Re: Letter of Recommendation for [Student Name], [Program Name]

I am pleased to recommend [Student Name] for the [Program] at [University Name]. I have known [him/her/them] as a student in [Subject] and as the supervisor of [his/her/their] final year project at [Institution Name].

[Student Name] consistently ranked in the top [X%] of the class. During [his/her/their] project on [Topic], [he/she/they] independently designed [specific component], resolved [specific technical challenge], and delivered results that [outcome, e.g., reduced processing time by 30% / led to a working prototype]. This level of initiative is uncommon at the undergraduate level.

Beyond technical ability, [Student Name] communicates clearly, takes feedback constructively, and works well under pressure. These qualities will serve [him/her/them] well in a rigorous postgraduate environment.

I recommend [Student Name] without reservation.

[Full Name] | [Designation] | [Institution] | [Email] | [Phone]

SAMPLE LOR 2:

Professional LOR (MBA / Work Experience Applicants)

[Date]

To the Admissions Committee, [University Name], [Country]

Re: Letter of Recommendation for [Employee Name], [Program Name]

I have had the pleasure of managing [Employee Name] at [Company Name] for [duration], where [he/she/they] holds the role of [Job Title].

[Employee Name] is one of the most capable professionals I have managed at this stage of their career. During [specific project], [he/she/they] took ownership of [responsibility], navigated [specific challenge], and delivered [measurable outcome]. Beyond execution, [he/she/they] demonstrated leadership by [example, e.g., mentoring junior team members / restructuring the team's workflow / leading client negotiations].

Pursuing a [Masters/MBA] at this point is a logical next step for [Employee Name], and I support this decision fully. [He/She/They] will bring a thoughtful, experienced perspective to your cohort.

I recommend [Employee Name] with confidence.

[Full Name] | [Designation] | [Company] | [Email] | [Phone]

Australia

Universities look for specific evidence of your capabilities, not general praise. For health science and medical programs, supervisors from clinical settings carry particular weight. Work experience LORs are valued alongside academic ones.

[Study in Australia](#)

UK

Most Masters programs ask for one academic LOR submitted directly through UCAS or the university portal. For MBA programs at business schools, two professional LORs are standard. Letters should be concise, 400 to 500 words is ideal.

[Study in the UK](#)

Germany

Many German universities, especially public ones, ask for an academic reference as part of the application package rather than a formal LOR portal. A detailed academic reference on letterhead is typically sufficient. For research-based programs, a letter from a research supervisor who can speak to your methodology is most effective.

06. LOR by Country: Key Things to Know

China

Most Chinese universities accepting international students through government scholarship schemes (like CSC) require two academic LORs from associate professors or above. Letters should be formal in tone and structured with a clear evaluation of your academic ability.

Finland

Finnish universities are less formal about LOR structure but expect genuine, specific endorsements. One strong academic LOR is usually sufficient. For research programs, a letter that speaks to your research potential, not just your grades, is most valued.

New Zealand

Similar to Australia, NZ programs value both academic and professional LORs. For postgraduate diplomas and taught Master's, one academic and one professional LOR is a common combination.

[Enquire with our counsellors](#)

07. Quick Checklist Before Submitting

- ☐ Written on official letterhead
- ☐ Signed and dated within the last 6 months
- ☐ Mentions your name and the specific program
- ☐ Includes at least one concrete example of your work
- ☐ Between 300–600 words
- ☐ Submitted before, not on, the deadline



08. Common Mistakes to Avoid

- **Asking too late.** Give recommenders at least 4 weeks. Six is better.
- **Choosing a title over knowledge.** A letter from someone who barely knows you but has an impressive title is worth far less than one from an assistant professor who supervised your project.
- **No briefing.** If you don't tell your recommender what to highlight, they'll write something vague. Vague letters hurt applications.
- **One LOR for all universities.** If you are applying to both engineering and management programs, you need LORs tailored to each context.



NEED HELP?



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