



## **Northrise University**

### **Student Life Guidelines for requesting References and Letters of Recommendation**

When applying for a job, an internship, research privileges or furthering your studies, you will need strong references and letters of recommendation that set you apart from other candidates.

#### **References**

It is important that you chose the right reference for your purposes. A great reference is from someone who can comment on your personality, passions, abilities and suitability for what you are applying for. This can be instructor in whose class you have obtained a good grade or an employer or volunteer organisation who can comment on your work positively

#### **Northrise University References**

Consider any instructor or staff member

- Who has seen your best academic work
- You have consulted with outside the classroom
- You have regular contact with
- Knows you and appreciates your work.
- Can give a detailed account of your abilities.
- Has supervised you directly via an assignment, research etc.
- You know has something good to say about your work, personality and team work skills.

- Is a key figure in, or familiar with, the field you are applying for

You do not want a mediocre reference letter so make sure that you ask in a way that encourages the writer to give you a strong and positive letter. Make it easy for them to say no if they are not able to give you what you ask for. This preserves unhurt feelings on both sides.

### **Work/ Volunteer Reference**

Consider any Employer:

- where you received positive feedback
- Where you were given a promotion
- where you completed any special projects
- where you can qualify or quantify your contribution to the organization
- that you left the organization on good terms
- with whom you still communicate

### **Provide information for your Reference**

When asking for a reference, it is important that you give your recommender all the necessary material that they need to write an effective, compelling letter. The following list will help them respond more favorably to your request

- A Curriculum Vitae with a cover letter or personal statement used to apply
- An up to date results transcript
- Deadline and specific instructions for submission or forms
- A detailed description of the position, research or program for which you are applying
- Be exact about the wording that you would like covered in the letter i.e. skills, qualification and accomplishments to be highlighted.
- Name and address of the letter recipient
- At NU, emails are the official mode of communication so do this via one email trail
- Respond to any additional questions that your reference requests for
- Show gratitude to your reference and let them know the status of your application.
- Letters that are needed for Research and Class Projects must be obtained from the respective instructor or research supervisor.

## **Confirmation that you are a student of NU**

**Confirmation letters-** These are general letters that confirm that you are a student of Northrise University. These letters are obtained from the Student Life Office and are very general. You will need to provide the following via email

- Student ID and program of study
- Purpose for which the letter is being requested. i.e opening a bank account

**Results Transcript-** Your transcript is an official document that confirms your enrolment at NU and your academic progress. You do not need a letter from the University for every job/internship application you make. Simply enclose your transcript and make reference to it in your application letter. Transcript requests have to be sent to the registrar's office between Monday and Wednesday to collect on Friday. There is a processing fee of K50. You must complete a Transcript Request Form and submit to the registrar's office.

### **Student Life Schedule for issuing Student Confirmation Letters.**

It is important that you give enough time between your request and when you need the letter. Students must email their request with all necessary information in accordance to the guidance in this document. [studentlife@northrise.net](mailto:studentlife@northrise.net). The latest your request must reach student life is 2 days before the deadline for that period. Requests made outside of this timeline will not be attended to.

**Please note that some of this information has been adapted from:**  
<https://www.kent.ac.uk/careers/>