

Recommendation Letter Brief — hand this to your recommender

Prepared by GKS India. Give this one-pager (plus official NIIED Form 4) to your professor or supervisor at least 4 weeks before the deadline.

What this is for

I am applying for the **Global Korea Scholarship (GKS)**, a fully funded scholarship from the Korean government (NIIED) covering tuition, airfare, a monthly allowance and a one-year Korean language programme. Recommendation letters are read by both NIIED reviewers and the Korean university department.

Practical requirements

- Use the official **Form 4** provided (letterhead attachment is welcome in addition).
- Write in **English** (or Korean).
- Sign the letter, place it in an envelope, seal it, and **sign across the flap**.
- Two letters are needed, from two different recommenders.
- Deadline I need it by: _____

What reviewers value (please cover as many as you can)

1. **How you know me** — course/project/role, over what period, in what capacity.
2. **Academic ability with evidence** — rank in class, grade in your course, quality of a specific assignment or thesis chapter.
3. **Research or professional potential** — initiative, independence, problem-solving, an example where I solved something without being told how.
4. **Character and reliability** — how I behave under deadline pressure, with peers, with juniors.
5. **Fit with the proposed study in Korea** — a sentence on why the programme I chose suits my strengths.
6. **A comparative statement** — e.g. "among the top 3 of roughly 120 students I have taught in the last five years."

Facts you may want to use

- Programme applied for: _____
- Universities/departments: _____
- My GPA/percentage: _____ (scale: _____)
- Course(s) I took with you and grade(s): _____

- Project/thesis title under you: _____
- Key outcome or result: _____
- Other relevant achievement: _____

Please avoid

- Purely generic praise with no example
- Reusing a template letter that does not mention Korea or the programme
- Leaving the letter unsigned or unsealed

Thank you — the letter carries real weight in this selection.