Name: _______________________________________________/_____________________________
(as on Passport)  First             middle                                                    last

LUMS Transcript and Teacher Reference Request             2014-15
Due Date:  Sept 22 (Monday) 2014                       12:00noon

Submit this form to your College Counsellor:  Ms. Belgaumi / Ms. Naqvi / Ms. Kidwai / Ms. Al Karimi (circle one)
Guidance Counsellor: _______________________________

Instructions: Requesting References: based on the application for 2014 entry to LUMS.
1. LUMS requires 2 letters of reference from Lyceum teachers who have taught you in an academic class.
   a. You must request your reference letters now. We cannot wait for the 2015 Entry application to go
      online, because if we did so, teachers would not have enough time to write the references.
2. You may request a maximum of 2 Lyceum teachers to write university references for you.
   a. If you have already requested two letters of reference to support applications abroad, then you must
      use those two references. List the teachers in Section A.
   b. If you have already requested one letter of reference to support applications abroad, then you must use
      that one reference. List the teacher in section A. You must then request a second teacher to write a
      letter for you. Enter the teacher’s name in Section B.
   c. If you have not yet requested any letters of reference, then enter the names of the two teachers you will
      ask for reference letters in Section B.

Section A) Reference Letter(s) Already Requested:
Letter #1: Teacher Name: ________________________________________
Letter #2: Teacher Name: ________________________________________

Section B) New Reference Letter(s):
Teachers reserve the right to decline to write a letter for you, so obtain each teacher’s permission
before writing his or her name on this form.
Letter #1: Teacher Name: ________________________________________
Letter #2: Teacher Name: ________________________________________

1) Attachments: For each teacher in Section B, I have attached one set of the following.
   □ A copy of this page
   □ Summary of Academic Strength – One for each subject. In 200 typed words or less:
      1. Remind each teacher of some of your outstanding work and major accomplishments – projects,
         presentations, written assignments, progress/improvement, skills acquired, etc.
         Inform the teacher if his subject is particularly important to your future studies and plans.
         a) Save copies in your computer.

Instructions: LUMS Reference Form
1. When the LUMS application goes online in November, you must print two copies of the reference form, one for
each teacher, and submit them to the College Counselling Office by December 1, 2014.

Timetable (may change slightly depending on when LUMS forms become available,)
Sept 22: Students: Turn this LUMS Transcript and Reference Letter request in to the College Counselling Office.
          Oct 1: College Counselling to distribute the LUMS Reference Requests to any/all teachers in Section B.
Nov 10 - Students: Print LUMS reference forms from the application website and submit to C. Counselling.
           Nov 14 - College Counselling to distribute the actual LUMS reference forms to all teachers.
Dec 1 - Teachers requested to submit LUMS letters and forms to Mr. Noronha in the College Counselling Office.
       Dec 1 – Jan 10: College Counselling to seal letters and forms in envelopes in preparation for mailing.
                      College Counselling to print transcripts and seal in envelopes in preparation for mailing.

Notes
1. The original letter will remain in your file. All letters are confidential and will not be shared with you.
2. Students: It is your responsibility to follow up and ensure that the reference letter has been turned in to the
   College Counseling office. Ask Mr. Noronha first, then follow up with your teacher(s) as necessary.

Signature:
Student Signature: __________________________ Date: __________________________