

Recommendation letters requirements

Note to the applicant:

Dear applicant,

Please read this document carefully and **send the following pages to your referees**. Their letters must respect the conditions described below so that they can be considered valid by our service.

Your referees must send their letters directly to tse-admissions@ut-capitole.fr. Any letter that you would have submitted yourself **will not** be accepted for authenticity reasons.

Reminder regarding the number of letters required:

Master's degree, 1st year:

2 letters required, preferably by
academic referees.

Master's degree, 2nd year:

2 academic letters required,
maximum of 3.

Additional notes:

- Please avoid writing to us to know if we've received all your letters: we know how important these letters are to you but when campaigns are open, we need to be available for more urgent enquiries (such as technical matters).
- We always acknowledge receipt of letters; your referees should then be able to confirm if the letter has been received by our service.
- Additionally, as we gradually go through all the applications, we will put a note in your file saying how many letters were received in support of your application.

In any case, we will do our best to answer any question you may have as soon as we can!

Please fill sign this document and upload it on the dedicated line of your eCandidatures application file.

I have read the terms and conditions for applying through the TSE admission process and I accept that any failure to do so will invalidate my application.

Date

Signature

Recommendation letters requirements

Note to the referee:

Dear referee,

Thank you for sparing some time in your busy schedule to participate in TSE admission process.

We hope these guidelines will help you save some of this precious time by clearly stating the requirements designed by our selection committee members.

The Admissions office would unfortunately not be able to accept a letter that would not fit all three of them. You can find an example of what is expected below.

- Please state your **full name and status** before **signing** the document either by hand or electronically (by using Adobe tools, for example).
- Required presentation: **official letterhead of your institution**.
- Format: preferably a **single PDF file**.
- Language: **English** if the applicant aims for an international track, **French** if they aim for a standard track.

Please send the letters to tse-admissions@ut-capitole.fr **before the end of the application campaign** ([dates available here](#)).

Having the **applicant's full name and file number (TSxxxxx)** indicated in the subject of the e-mail would prove extremely helpful to us.

Thank you again for your time, do not hesitate to get in touch if needed.

We wish the best of luck to your applicant!

Kind regards,

The TSE Admissions Office

Additional note

We **always acknowledge receipt of letters** – and will do our best to do so quickly.

If you haven't received confirmation of receipt after 3 days, please reach out!



TSE Toulouse
School of
Economics

Official letterhead or logo

Your full name and status

*(can also be below your
signature)*

Mr/Mrs.....

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Signature

By hand or electronic

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www.tse-fr.eu – Contact : ecole-tse@ut-capitole.fr

Official letterhead or logo