



**G A I A U N I V E R S I T Y**  
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## **Letter of Recommendation Instructions**

Gaia University International is founded on a learning methodology called Transformative Action Learning and Research that emphasizes project-based rather than purely academic learning. Our students (we call them "associates") spend a minimum of time in formal classroom settings. They take relatively short online courses and engage in local courses and workshops. They devote the remainder of their time to carrying out and documenting the project work they are engaged in. They have a great deal of freedom in their choice of project work, as long as they function within the requirements of their programs and the structures that need to be maintained (i.e. regular contact with advisors and peers, regular documentation, building of skills that we see as important for future leaders in the world-change field, among others).

As a result we are particularly interested in associates who have demonstrated high levels of maturity and self-initiative, taking into account their age and program level.

The applicant has chosen you to provide a letter of recommendation as either a professional/project-based or an academic/learning reference. We are grateful for your willingness to serve as his or her reference and kindly request that you address each of the questions below. You are welcome to transcribe them to your own letterhead if you wish.

Please e-mail your letter to [admissions@gaiauniversity.org](mailto:admissions@gaiauniversity.org) within two weeks of receiving this request. We appreciate your prompt response, as the associate's application will not be complete until we have received your letter.

If you are interested in knowing more about Gaia University and how it operates, please have a look at our website: [www.gaiauniversity.org](http://www.gaiauniversity.org)

If you have any questions about Gaia University please contact:

Kirsten Liegmann  
Registrar, Gaia University  
[registrar@gaiauniversity.org](mailto:registrar@gaiauniversity.org)  
1-888-316-2092 ext. 4

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### ***U.S. Mailing Address***

Gaia University Int'l, 2030 Diamond Drive, Longmont, CO 80504  
[Registrar@GaiaUniversity.org](mailto:Registrar@GaiaUniversity.org), Phone & Fax: 888.316.2092

**Please address the following questions in your letter of recommendation:**

1. How long have you known the applicant and in what capacity?
2. What do you consider his or her strengths?
3. What do you consider his or her challenges?
4. Do you feel that the applicant would thrive in the "liberating structure" of Gaia University?
5. What else do you feel would be useful for us to know for our evaluation of this applicant?
6. Please rate the applicant in the following categories. You may copy and paste this chart into your letter.

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Unable to Judge</b>
Intellectual ability					
Psychological maturity					
Emotional stability					
Interpersonal skills					
Imagination and creativity					
Research and writing skills					
Professional effectiveness					
Ability to work independently					

7. Please be sure your letter contains the following information:
  - a. Your name
  - b. Your address
  - c. Your phone number
  - d. Your email address
  - e. The best time to contact you (if we have follow-up questions)

**Please email your letter of recommendation to [admissions@gaiauniversity.org](mailto:admissions@gaiauniversity.org) within two weeks.**

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