



## UNIVERSITÀ DEGLI STUDI DI ROMA "FORO ITALICO"

### **Instructions for preparing and sending the letters of reference**

- a.** The reference letters must be sent by e-mail by and no later than the call deadline (i.e. **august the 30<sup>th</sup> 12.00 a.m.**)
- b.** The reference letters must be sent to the following email address:  
[ufficio.dottorati@uniroma4.it](mailto:ufficio.dottorati@uniroma4.it)
- c.** The authors of the reference letters are invited to use, if at all possible, letterheads of their Institution.
- d.** The letter of reference must be signed (both handwritten and electronic signature are accepted); note that if the letter is presented unsigned will not be considered valid, and discarded for consideration in any step of the evaluation process.
- e.** If at all possible, the authors of the reference letters should send their own letters in pdf format.
- f.** The authors of the reference letters must write their own letters in English or in Italian.

#### **Important Reminder:**

**The authors of the reference letters cannot be members of the Faculty of the PhD Program to which the PhD candidate is applying to.**