

Reference Letter Instructions

An applicant to an AMI course conducted by the Montessori Institute of San Diego has listed you as a reference on his or her application. The Admissions Committee finds candid evaluations helpful in admitting candidates who are highly qualified for work with children.

Some questions to think about when you are writing your letter: How do you know the applicant? Why are you recommending him or her? Do you think they are capable of succeeding in a graduate level professional course? What qualities do they possess that will help them succeed?

Your recommendation is confidential, and the school will use this letter for the purpose of admission only. Your appraisal of the applicant will greatly assist the Admissions Committee in reaching a decision in her/his best interest.

You may address your letter to the Admissions Committee. It is preferred that you sign the letter and send it as a .pdf file to the email address below. We can also accept .doc (word) documents. Please identify yourself and the applicant in the body of the email.

training@misdami.org

To be included in the body of the email:

1. Applicant's Name
2. Your Name
3. Title/Position
4. Company/Institution
5. Mailing Address
6. Home or Work Phone

If you would prefer to send a physical letter, please mail it to the appropriate address (below) with a cover letter including the above information:

*For U.S. Postal Service (USPS):
Montessori Institute of San Diego
PO Box 12705
La Jolla, CA 92039*

*For UPS, FED EX, ETC:
Montessori Institute of San Diego
8861 Villa La Jolla Dr. #12705
La Jolla, CA 92037*