INSTRUCTIONS FOR LETTER OF RECOMMENDATION WRITERS: RWANDA

An applicant for a scholarship sponsored by the Borlaug Higher Education Agricultural Research and Development (BHEARD) has asked you to write a letter of recommendation. If you know the applicant and are either (1) the current head of department or immediate supervisor of the applicant or (2) a former lecturer/professor of the applicant, we wish to ask you to proceed to write the letter, and for this, we thank you.

**Project Description:** BHEARD is an agricultural research capacity-building project supported by the United States Agency for International Development (USAID) under its Feed the Future program. The main purpose is to strengthen research capacities of agricultural research units and universities in participating countries.

**Degree Training Program Description:** The scholarship opportunity provided by BHEARD is for graduate study in the United States or other selected countries. Studies will begin in August 2015 or January 2016.

Eligibility is limited to current staff or faculty members from the following institutions who wish to study in the following subject areas:

- **University of Rwanda, College of Agriculture and Veterinary Medicine**
  - Veterinary medicine and animal science (MSc and PhD level)
  - Agricultural engineering
  - Horticulture (including coffee and tea)
  - Plant breeding or plant pathology

- **Ministry of Agriculture (MINAGRI), including the Rwanda Agricultural Board (RAB)**
  - MSc in aquaculture or fisheries
  - MSc in agricultural economics, data analysis, etc.
  - MSc in animal/dairy product processing
  - MSc in horticulture
  - MSc in irrigation
  - MSc in logistics and cold chain management
  - MSc in mechanization
  - MSc in post-harvest technology
  - PhD in horticulture or floriculture (specialization in tea or coffee potato taste disease)
  - PhD in wheat or soya breeding; plant physiology

Coursework will be undertaken at a U.S. or other university (up to three years for PhD study), and the student’s research project will be conducted in Rwanda.
Format and Content of Letter: At the beginning of the letter please indicate:

- Your name
- Your position
- Your relationship to the applicant
- The length of time you have known the applicant

Then, in your letter, please assess the applicant’s technical competence in his/her area of expertise, critical thinking skills, communication abilities, and personal and work habits. Mention the value of the student’s proposed area of study to the agricultural research priorities of Rwanda. Please print your letter on the letterhead of your organization and sign the letter with your hand-written signature.

Do not give the letter to the applicant; instead, please email (from your own email account) a scanned copy of the signed letter directly to BHEARD (BHEARD@isp.msu.edu) by 20 February 2015.

You may fax the letter to the BHEARD Project at: +1-517-432-1800.

Contact Information: Queries may be made via email (BHEARD@isp.msu.edu).