



Swiss Finance Academy *Investment Banking and Entrepreneurship Programs*

RECOMMENDATION FORM

_____ is applying for admission to Swiss Finance Academy's

- a) *Investment Banking, Hedge Funds, Institutional Sales & Trading Program, or*
- b) *Financial and Strategic Entrepreneurship Program*

We request that you send a letter of recommendation to us at the following email address for use in evaluating this candidate: Admissions@SwissFinanceAcademy.org. We will hold your comments completely confidential.

In your letter, we would find it helpful if you indicate:

- The extent of your acquaintance with the applicant
- Your opinion of the applicant's academic and career potential
- Your opinion of the applicant's capacity and drive to complete this training program. Swiss Finance Academy offers a rigorous academic experience in a professional setting. Mandatory classes are held approximately 30 hours a week and students are required to invest an additional 30 to 40 hours per week completing team-based as well as independent assignments. Students who fail to contribute meaningfully to their classes and teams and who do not maintain a rigorous academic and professional outlook throughout the 4-weeks are removed from the program.
- Any specific knowledge that you have referring to the applicant's intellectual capacity, writing ability, experience in interpersonal situations, character, ethics, integrity, team skills and personality

You may wish to refer to our website for detailed information about the Swiss Finance Academy *Investment Banking and Entrepreneurship Programs* at: <http://www.swissfinanceacademy.org>

Please provide the following information in the email with your letter.

- Name of the person applying for admission to Swiss Finance Academy
 - Your name
 - Your position
 - Your institution/firm
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Applicant's statement of confidentiality

In order to allow receipt of candid evaluations, it is a requirement for applying to Swiss Finance Academy that the Applicant waive his rights to the recommendation letter. The Applicant understands that recommendation letters will not become part of his or her permanent records. The recommendation letter will be treated as confidential to the officers and faculty of Swiss Finance Academy. The Applicant waives his or her right of access to it and understands he or she will not be able to see it under any circumstances.

Applicant signature is not required. The student is not entitled to see the materials in his or her record, including this evaluation.

Please email the recommendation letter to: admissions@swissfinanceacademy.org