

**AMITY LAW SCHOOL, DELHI**  
**(AFFILIATED TO GGSIP UNIVERSITY)**

Ref. No: - ALSD/2019-20/LD-548

Date: - 01<sup>st</sup> Dec. 2020

**GUIDELINES FOR ISSUING LOR FOR HIGHER EDUCATION**  
**IN FOREIGN UNIVERSITIES/INSTITUTIONS**

1. Student who is willing to apply for higher education in University/Institution in the foreign Country is required to send his/her request with name of the faculty to whom he/she has requested or going to make request for LOR.
2. The applicant student is required to attach all the documents supporting his/her eligibility for issuing LOR and in support of claims to be mentioned in the LOR.
3. With consent of the referee (faculty), the student may give the email-id of referee in the dully-filled application form for LLM/other programe. The referee shall receive a reference mail. The referee shall give reference by uploading LOR by clicking on the link. Thereafter, the student may be given the print hard copy of LOR for his/her profile.
4. In 2nd case where some Universities or Institutes require uplodation of LOR from the student applicant. In such a case, the soft version of LOR shall be mailed to the applicant student. The student after submitting the submission receipt of the application form to ALSD office may collect hard copy of LOR.
5. In both the cases, background verifications for eligibility and claims of achievements in LOR are necessary to be supported with documents.
6. The students are advised to apply for LOR in advance because due to COVID-19 pandemic issue, it takes time.

  
**Prof. (Dr.) Arvind P. Bhanu**  
**Acting Director**  
**ALSD**

