

Date this form was filled: _____

Paste your photo in extreme corner

Dr. Jayesh R. Bellare

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Camera ready form: Please read carefully & fill out neatly. While submitting this, also fill out my "Tabular Chart of Univs.".

Paste photo on top right corner. Return to me with stamped addressed envelopes before my deadline; I will mail. No exceptions!

Form for Request of Recommendation Letter

Applicant's Name: _____
 Permanent Address: _____
 Perm. Phone Number: _____ IIT Roll No. _____
 Perm.Email (e.g. Hotmail): _____ IIT Email. _____
 Father/Mother's occupation: _____

I agree to not read or access the letter of recommendation in any way. _____ Applicant's Signature

Applicant's interaction with Dr. Bellare as guide instructor in _____ courses: Total: _____ years/months

Type	Tick	Course No./Type	Brief Title	When done	Guide	Examiner	Grade
Courses:	1.						
	2.						
	3.						
Projects:	<input type="checkbox"/>	Ph.D. / M.Tech					
	<input type="checkbox"/>	B.Tech.					
	<input type="checkbox"/>	Summer/Winter					
Seminar:	<input type="checkbox"/>	Ph.D. / M.Tech					
	<input type="checkbox"/>	B.Tech.					
Other:	<input type="checkbox"/>	ChEA					
	<input type="checkbox"/>	Conferences					
	<input type="checkbox"/>						

Universities you will apply: (Eligibility/max no. of recos: BTP/MTech/PhD/RA: 6; BTS: 5; SP: 4; Course AA: 2; <AA: none)

No.	University Name	City/State	Country	Dept.	Fax/Email (if pdf ok)	Degree	Other recos from:
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Academic record in each semester of your 4-year (Batchelors) or 1.5 year (Masters) program:

Year	Sem	Rank out of	SPI out of ____	CPI out of ____	Best two Courses (names)
1	1				
1	2				
2	1				
2	2				
3	1				
3	2				
4	1				
4	2				

Tech. Hobbies: ham radio; photography; electronics mechanical gadgets; other: _____

Scholarships: National Talent Scholar; other: _____; **JEE Rank:** ____ out of ____ (Est.)

Awards/Honours: _____

Anything else?: _____

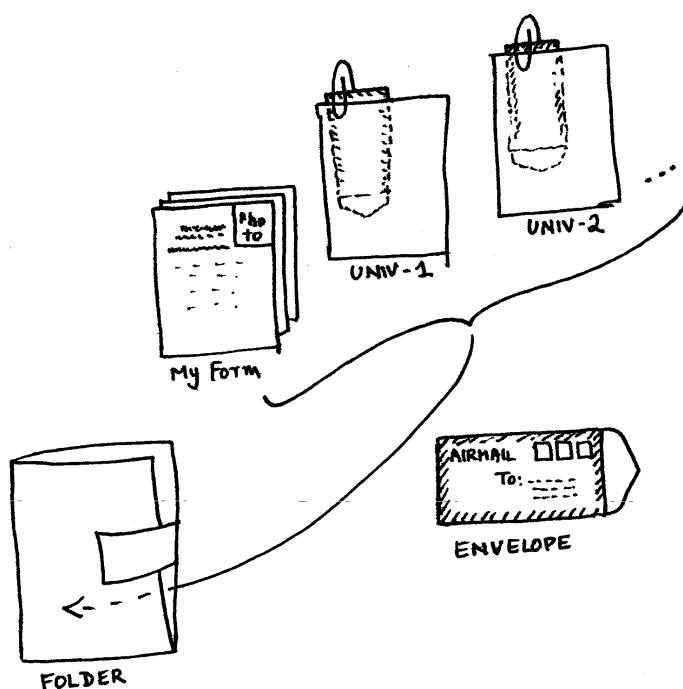
Paste photo in top right corner. If relevant, add more material (e.g., projects done with others) overleaf. Submit this with biodata, SOP.

If you are seeking a recommendation letter from me for a job or for higher studies, I'm honoured. Please read on. This document and more details are available online at: www.che.iitb.ernet.in/faculty/jb/recos

If you would like a recommendation letter from me, please ensure you follow my instructions. Basic instructions are on the form which you can collect from me. It is also available online as a pdf file. The eligibility and the maximum number of recos that I give are: BTP/MTech/PhD/RA: 6; BTS: 5; SP: 4; Courses: all AAs: 2; <AA in any: none

More instructions:

1. If all your univs accept a pdf file by email, great! All you need to do then is submit my form, and skip to point 11 below.
2. If all your univs accept a fax version, and you are willing to pay for it (about Rs. 150 or more per univ), great! All you need to do then is submit my form, and skip to point 11 below.
3. If you must send my letters by post/courier, then submit all papers in one transparent A4-sized plastic folder (not file).
4. The folder should have the following items in the order given: my form, its attachments (stapled), the univ's reco form (open) clipped to an envelope. Do not put the form within the envelope.
5. If there is no Univ. form, then give only the envelope.
6. If a Univ-provided envelope is there, avoid using it if possible.
7. If you must use it, and it is OK (not glued shut), include it along with a stamped, addressed envelope that will hold the Univ envelope.
8. The envelopes should be "airmail" envelopes with the flap on the short side of the envelope.
9. The envelopes should be stamped and addressed but should NOT have a return address (I will put my rubber stamp).
10. Put appropriate stamps on the envelope (Rs. 15 as of Dec 2000).
11. Submit the form personally to me.
12. When submitting the folder, also fill in the "tabular list of universities" form which is with me.
13. Not counting my time, there are actual out-of-pocket expenses relating to sending reco letters. Most important are printing charges: I send an original laser or inkjet printout to each university. My employer does not defray these expenses. At present, I absorb these expenses, but that could change in the future. If your univ accepts pdf files from me as email attachments, that would help me a lot, as I shall be spared sending them hardcopies. I can fax at your expense.



How I mail the envelopes:

In order to ensure that envelopes are properly mailed, my representative (usually one of the students who has asked for my letters, or one of my staff) takes the entire bunch of envelopes arising until a certain cut-off date to the GPO in the city to get the stamps defaced (cancelled) and mailed at the

foreign post counter. The first cut-off date is usually 15 December (requests are mailed about a week later) and the next one is 30 December.

If your Univ tells you that they have not got my letter, then keep the above deadlines and procedures in mind. My letter will usually reach them in a few more days. Often there is a delay due to New-year's rush and postal staff holidays. If you want, I can email a pdf file as an attachment to the concerned professor at your Univ, but it is likely to be a big file, so you must get his/her explicit permission. I can fax at your expense also.