

Graduate Studies Letter of Recommendation Form

Applicant Section

Name: _____ Address: _____ City: _____
 State: _____ State/Province: Zip: _____ Country: _____
 Department: _____ Major: _____ Degree Sought: _____

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, 20 U.S.C. 1232g, gives applicants (persons admitted and enrolled) the right to inspect letters of recommendation written in support of applications for admission, employment, or awards. The law also permits applicants to waive that right if they choose, although such a waiver is voluntary and cannot be a condition of admission, employment, or award.

Please date and sign **one** of the following:

1) I understand that FERPA provides for access to my file, and I wish to **retain** my right to review the references under the conditions specified.

Signature: _____ Printed Name: _____ Date: _____

2) I understand that FERPA provides for access to my file, and I wish to **waive** my right to review the references under the conditions specified.

Signature: _____ Printed Name: _____ Date: _____

Reference Section

First Name: _____ Last Name: _____
 Title: _____ Organization/University: _____
 Email: _____ Phone Number: _____

How long have you know the applicant? _____

In what capacity do you know the applicant? _____

To whom are you comparing this student to: Undergraduate Students Graduate Students
 Would you accept this student into your graduate program: Yes No Not applicable

Please rate this applicant in comparison with students that you have had contact with:

	Below Average 0 to 60%	Average 61 to 75%	Somewhat Above Average 76 to 84%	Above Average 85 to 95 %	Outstanding 96 to 100%	Inadequate Opportunity to Observe
Intellectual ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical & problem solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge in the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Speaking Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation for graduate study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide below your written evaluation of this applicant's potential in the selected major field. You may place your comments in a separate letter and attach it to this form.