

# Academic Reference and Recommendation Form

To the Applicant: Please complete the Applicant Information section below and pass this form to your recommender.

To the Recommender: Please complete this form to assist the admissions committee. You may also attach a separate letter of recommendation if desired.

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## 1. Applicant Information

Applicant's Full Name:

Applicant's Email:

Program/Degree Applied For:

Family Educational Rights and Privacy Act (FERPA) Waiver:

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## 2. Recommender Information

Recommender's Name:

Position/Title:

Institution/Organization:

Email Address:

Phone Number:

Relationship to Applicant (e.g., Advisor, Professor):

How many years have you known the applicant?

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## 3. Applicant Evaluation

Please rate the applicant relative to other students in the same field at a similar stage in their education. Please type one of the following ratings for each attribute: **Outstanding (Top 5%), Excellent (Top 10%), Good (Top 25%), Average, Below Average, or Unable to Evaluate.**

Academic Performance:

Intellectual Ability:

Research/Scholarly Potential:

Written Communication Skills:

Oral Communication Skills:

Motivation/Industry:

Emotional Maturity/Stability:

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## 4. Written Recommendation

Please provide your assessment of the applicant's academic strengths, weaknesses, character, and potential for success in the graduate/academic program. If you need more space, you may attach a separate letter.

Summary of Academic Potential:

Key Strengths and Achievements:

## 5. Overall Recommendation

Your overall recommendation for admission (Type 'Highly Recommend', 'Recommend', 'Recommend with Reservation', or 'Do Not Recommend'):

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## 6. Signature and Date

Recommender Signature (To print and sign, or type digital signature):

Date: