

Reference Report on Applicant for Graduate Admissions

**** Note: This optional form can be used in addition to or instead of a formal letter of recommendation. ****

To the applicant:

Fill in your name and proposed graduate program. This form should be completed by a current or former instructor, mentor, or employer who can assess your academic and personal qualifications for graduate study. Please print clearly in ink.

Name of Applicant _____
Last
First
Middle

Proposed Graduate Degree Program _____

If you agree to waive your right under the Family Education Rights and Privacy Act of 1974 to review specific and composite letters of recommendation, please sign here:

Applicant's Signature _____ Date _____

To the Reference:

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Among the students at a similar level whom you have known in recent years, how would you rank this student?

No Basis		Below Average	Average	Good (Above Average)	Very Good (Well Above Average)	Excellent (Top 10%)
	Creative, original thought					
	Motivation					
	Independence, initiative					
	Intellectual ability					
	Academic achievement					
	Written expression of ideas					
	Effective class discussion					
	Disciplined work habits					
	Potential for growth					
	SUMMARY EVALUATION					

On the reverse side of this page or in a separate letter of recommendation, please comment on the applicant's aptitude for graduate study. Creative promise, leadership ability, maturity, intellectual capacity, and character are some factors you may wish to include.

Signature _____ Date _____

Name of reference (please print) _____

Position, Profession, or Occupation _____

Professional Address _____

Phone _____ Email _____