Graduate Recommendation Letter Offline Form

Applicant Information

PLEASE NOTE: BOTH THIS FORM AND A SEPARATE NARRATIVE LETTER ARE REQUIRED FOR RECOMMENDATION

Notice: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) gives students the right to access letters of recommendation written after 1975. By choosing to have this letter treated as "confidential," you are waiving your right to review it. If you choose to have this letter treated as "non-confidential," you retain the right to review it.

Last Name _____   First Name _____   Middle Name _____

Intended Program of Study _____   Name of Reference _____

I choose to have this recommendation letter treated as: ☐ Confidential (not for my review)   ☐ Non-confidential (open for my review)

_____   _____
Signature   Date

Recommender Summary

Please complete the section below, including how long you have known the applicant and in what capacity (i.e. supervisor).

First Name _____   Last Name _____   Email Address _____

Organization/Employer _____   Title/Position _____

Please rate the applicant on the following criteria. In addition, your narrative evaluation is very important. Please feel free to cite any additional strengths or personal qualities of the applicant. Supporting your ratings and comments with specific examples will enhance the usefulness of this recommendation. **Recommendations may not be completed by relatives of the applicant.**

	Inadequate Basis for Judgment	Below Average	Satisfactory	Above Average	Superior
Scholarship	○	○	○	○	○
Demeanor	○	○	○	○	○
Oral Communication Skills	○	○	○	○	○
Written Communication Skills	○	○	○	○	○
Work Habits	○	○	○	○	○
Sense of Responsibility	○	○	○	○	○
Judgment	○	○	○	○	○
Self-Confidence	○	○	○	○	○
Interpersonal Skills	○	○	○	○	○
Potential Leadership Skills	○	○	○	○	○
Organizational Skills	○	○	○	○	○
Decision-making Skills	○	○	○	○	○

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I certify that the information submitted in this recommenation is accurate, true, and complete.

_____   _____
Signature   Date