

Letter of Recommendation

To the applicant:

This form should be given to an individual under whom you have studied or worked and who is able to comment on your qualifications for graduate study. Applicants to programs in the School of Education need not submit this form unless specifically requested to do so. For the convenience of the person completing this form, please fill in the remainder of this section by typing or printing. **Have each recommender return this form to you in your self-addressed envelope. The recommender should seal the envelope and write his or her signature across the seal. Do not open the envelope.**

Print full name _____ Social Security number _____

Year and semester of expected enrollment: Fall ____ Spring ____ Year _____

Program title _____ Program code

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Name of recommender _____

Under the provisions of the United States Federal Educational Rights and Privacy Act,

___ I have retained my right of access to this recommendation.

___ I have *waived* my right of access to this recommendation.

Applicant's signature _____ Date _____
Month/Day/Year

To the recommender:

Please provide a narrative description of the applicant's qualifications for graduate study. Include length of time and in what capacity you have known the applicant, as well as your judgment of the applicant's outstanding talents and strengths. Please be frank, too, about weaknesses in the applicant that could affect performance in graduate school. Continue on the back, if necessary. Also, please complete the form on the back. **Place the form in the envelope provided, seal it, sign your name across the seal, and return it to the applicant.**

How would you compare this student with recent graduates in his/her field:

Highest level Upper tenth Upper third Average Below average

Applicant's name (print) _____

Recommender's name (print) _____

Title _____ Institution _____

Address _____ Phone _____) _____

City _____ State _____ Country _____ Postal or zip code _____

Please return this form to the student in the self-addressed envelope the student has provided. **Please seal the envelope and sign the envelope across the seal before returning it to the student.**