



Name of applicant \_\_\_\_\_  
Last First Middle

Name of graduate program and degree sought \_\_\_\_\_

Name of person writing recommendation \_\_\_\_\_

**To the applicant:** Complete this portion of the form, then give it to your recommender with a stamped, self-addressed envelope.  
**Right to Access:** This letter of recommendation is confidential. Such letters are not accessible to applicants for admission. However, Public Law 93-380, Educational Amendments Act of 1974, grants enrolled students the right to inspect letters of recommendation. If the applicant does not waive right to access and is admitted and enrolled, he or she will be able to access letters. Please check: I  do  do not waive the right to access this letter.  
\_\_\_\_\_  
Signature of applicant Date

**To the recommender:** Please return this form in a signed, sealed envelope to the applicant.

1. At what level would you place the applicant among the students you have known?

Top 5% \_\_\_\_\_ Top 10% \_\_\_\_\_ Top 15% \_\_\_\_\_ Top Quarter \_\_\_\_\_ Second Quarter \_\_\_\_\_ Bottom Half \_\_\_\_\_

2. Your letter will be most helpful in distinguishing this applicant from others if your remarks go beyond general endorsement to comment specifically on academic performance and potential for rigorous advanced degree work. Please focus on originality, motivation, written and verbal comprehension and expression, and judgment. Indicate how long and in what capacity you have known the applicant.

3. Is there any reason we should hesitate to admit this student? If so, please explain.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Business \_\_\_\_\_ EMail \_\_\_\_\_