



**To the Applicant**

This recommendation will become part of your admission file and will be kept in the strictest confidence by the Boston University School of Management. Under the 1974 Family Educational Rights and Privacy Act, you will have access to this recommendation if you matriculate at Boston University unless you waive that right. Please check one of the options below and fill in your name, signature, and the date.

I have read the information above and I hereby \_\_\_waive \_\_\_do not waive my right of access to this document should I matriculate at Boston University.

Name \_\_\_\_\_  
Last First Middle Initial Other Names Used/Maiden Name

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

Check program to which you are applying:

- MS-MBA  MBA  MSIM  MBA/IMBA - China  DBA

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**To the Recommender**

The Admission Committee very much appreciates your willingness to provide your assessment about the individual named above, who is applying to a graduate program of management at Boston University. Your frank assessment of the applicant’s capacity for graduate study and leadership potential is invaluable to the Admission Committee. Your recommendation will be used for admission purposes only. Please complete this form and attach a letter of recommendation, addressing the questions below.

Please place it in an envelope, seal and sign the back of the envelope, and return it to the candidate. Thank you again for your efforts.

Your Name (please print) Mr. Ms. \_\_\_\_\_

Title \_\_\_\_\_

Organization/Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Email \_\_\_\_\_

Boston University School of Management  
Graduate Admission Office  
595 Commonwealth Ave  
Boston, MA 02215  
mba@bu.edu

## CONFIDENTIAL LETTER OF RECOMMENDATION

*Please answer these questions in your letter of recommendation.*

1. How long and under what circumstances have you known the applicant?
2. Compared to others in a similar capacity, how would you assess the applicant's talents and strengths? How would you assess his or her weaknesses, and in what ways can he or she improve? Please include specific examples.
3. Please comment on the applicant's achievements, motivation, and potential for achievement in the MBA, MSIM, or DBA program and for long-term success in a managerial career.
4. Describe a specific project that the applicant led or in which the applicant played an important role. What were his or her contributions? Was the project successful? Please comment on the applicant's ability to work as part of a project team.
5. If English is not his or her native language how would you assess the applicant's oral and written proficiency in English?

*\*Please evaluate the applicant using the following chart, keeping in mind how he or she compares to others in a similar capacity. For DBAs, answer 1–19.*

	Exceptional (top 2%)	Excellent (top 10%)	Good (top 25%)	Average (top 50%)	Below Average	Unable to Judge
1. Analytical skills						
2. Quantitative ability						
3. Communication skills						
4. Ability to handle adversity						
5. Initiative						
6. Creativity						
7. Sense of humor						
8. Respect from professional colleagues						
9. Integrity						
10. Maturity						
11. Self-confidence						
12. Problem-solving ability						
13. Potential for career advancement						
14. Organizational skills						
15. Leadership ability						
<b>For DBA Applicants Only</b>						
16. Mathematical skills						
17. Research						
18. Management consulting						
19. Teaching capability						

**Summary Evaluation**

- I strongly recommend this applicant for admission.
- I recommend this applicant for admission.
- I recommend this applicant with reservation.
- I do not recommend this applicant for admission.

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