



Graduate Admissions Office  
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# LETTER OF REFERENCE

## *Graduate Education Programs*

Name of Applicant: \_\_\_\_\_

**Please print or type.**

**To the Applicant:** This recommendation will become part of your admissions file. It will not be disclosed to any unauthorized individual without your consent. If you matriculate at Boston University, you will be accorded access to its contents unless you voluntarily waive your right of access. Please check one of the boxes and sign the statement below before you give the form to the evaluator. Please enter your name and the program and field to which you are applying as indicated below. References should be sent to the applicant in sealed envelopes.

Name of Applicant \_\_\_\_\_  
last first middle maiden

Applicant for \_\_\_\_\_ degree/certificate program in \_\_\_\_\_  
(major field)

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

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

**To the Evaluator:**

Under the 1974 Family Educational Rights to Privacy Act, the applicant named above will have access to this recommendation unless he/she has waived that right.

**Letter of Reference** (If it is more convenient, you may attach a letter to this form.)

Your name \_\_\_\_\_ Your position/title \_\_\_\_\_

Organization affiliation \_\_\_\_\_

**E-mail address** \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. Under what circumstances have you known the applicant? \_\_\_\_\_

3. Are you familiar with the applicant's scholastic record?  Yes  No

If yes, is the scholastic record an accurate index of the applicant's academic ability?  Yes  No Please explain:

(continued from front of sheet)

4. Complete the rating scale below by placing a check mark in the appropriate box to the right of each attribute. (Persons familiar with applicants for graduate study should interpret the rating scale as relating to the total population of such a group.)

<b>Attribute</b>	<b>No basis for evaluation</b>	<b>Very poor</b>	<b>Below average</b>	<b>Average</b>	<b>Above average</b>	<b>Outstanding</b>
a. Professional competence						
b. Leadership ability or potential						
c. Academic ability						
d. Teaching skills						
e. Research ability						
f. Program development ability or potential						
g. Social or interpersonal competence						
h. Ability to communicate						
i. Motivation toward public or human service						

5. Please include below additional specific observations or comments that will assist us in our consideration of the applicant.

6. Summary evaluation:

- I do not recommend this applicant for admission.
- I feel that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
- I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
- I strongly recommend this applicant for admission and feel that he/she has the capability to perform at a superior level.

Thank you for your cooperation and effort in providing this information.

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