



# LETTER OF RECOMMENDATION FOR GRADUATE SCHOOL

**To the Applicant**

References or recommendations should be given by people who are familiar with your qualifications for graduate study. Three letters of recommendation are required for admission to doctoral and interdisciplinary degree programs. Some master's degree programs also require letters of recommendation. Check with your program to see if they require letters of recommendation and if they accept this form.

Make a copy of this form for each reference. Fill out the top half of this form, as well as the name of the individual providing this reference. Give him or her a stamped envelope addressed to yourself, with instructions to sign the envelope across the seal. Include it with your other application materials.

Type (or print in black ink) the following information. UNC Bear ID Number: \_\_\_\_\_  
(For returning UNC students only)

Full Legal Name: \_\_\_\_\_  
Last First Middle Maiden or other names used

Degree Major to which you are applying: \_\_\_\_\_ Degree Level: \_\_\_\_\_

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in the above degree program.

I choose to:  waive  not waive my right of access to this letter

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Person Providing Reference/Recommendation**

Type or print your letter of recommendation either on the back of this form or on your own letterhead. Be sure to return both the Letter of Recommendation Form and your Letter of Recommendation. This recommendation will be used by the University of Northern Colorado only in its procedures related to admission. If the student has not waived the right of access to the recommendation, it will be accessible to the student only if he/she enrolls in the above-referenced degree major at the University of Northern Colorado.

Write as candidly as possible about the applicant's qualifications and potential to carry out advanced studies in the field and at the degree level specified. In evaluating such qualities as the applicant's motivation, intellect, creativity, discipline, and maturity, discuss both strengths and weaknesses. It would be most helpful if you can recall specific instances in which these qualities were revealed to you. If it is possible for you to compare this student with others you have recommended for graduate study, please do so.

When you have completed the recommendation letter, please enclose this form and your letter in an envelope, seal the envelope, and sign it across the seal. Return it to the applicant to forward with his/her other application materials. Thank you for your assistance. How long and in what capacity have you known the applicant? \_\_\_\_\_

How does this applicant rank in comparison to other individuals you have recommended for graduate study?

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	No Basis
Creativity						
Scholarship						
Emotional Maturity / Stability						
Writing Ability						
Skill in Oral Presentations						
Motivation						
Professional Potential						
Overall Potential for Graduate Studies						

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Institution: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_