

Application for
Graduate/Post-Baccalaureate Study

The Graduate School
College Hall Room 203
1 Normal Avenue
Montclair, NJ 07043

Part C: Recommendation for Graduate Admission

Please type or print in ink.

To the applicant: Please complete this top portion of the form and give it to your recommender. You should select a person able to evaluate your qualification for graduate study in the program to which you are applying (professors and supervisors are excellent choices; friends, family and fellow students are not). For his/her convenience, you should provide a stamped envelope addressed to The Graduate School at the above address.

Name of student: _____

Social Security/Student ID Number: _____ Date: _____

Graduate program sought: _____

Name of person submitting student's recommendation: _____

Right of Access: The Federal Family Educational Rights and Privacy Act of 1974 gives enrolled students and graduates the right of access to their records, including letters of recommendation. It is your option to waive your right of access or decline to do so. Please mark the appropriate phrase below indicating your choice of option and sign your name.

- I waive my right to review this recommendation. (This means I give up my right to see the recommendation.)
- I do not waive my right to review this recommendation. (This means I can see, but not photocopy, the recommendation.)

Student's signature: _____ Date: _____

To the sponsor: Your candid responses will help us evaluate the applicant's qualifications for admission to the graduate program listed above. Thank you for completing this form in its entirety.

1. How long have you known the applicant? _____ Years. In what capacity? _____

2. Based upon your observation, how would you rate the applicant on the following characteristics?

FACTOR	TOP 10%	NEXT 10%	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Analytical reasoning skills					
Verbal Skills					
Writing Skills					
Research Skills					
Maturity					
Leadership					
Responsibility					

3. All things considered, how would you endorse the applicant's request for admission?

- Highly Recommend Recommend with reservations No Basis for recommendation
- Recommend Do not recommend

4. Please attach a separate page for other information you may wish to provide, including an explanation of the overall recommendation checked in #3 or other characteristics related to success in the applicant's proposed field of study.

Signature: _____ Date: _____

Name: _____ Title: _____

Institution or affiliation: _____ Phone: (_____) _____

City: _____ State _____ Zip Code: _____

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