

East Carolina University

REFERENCE FORM FOR APPLICANTS TO THE GRADUATE SCHOOL

To the Applicant: Please check your program description in the *Graduate School Program Information* booklet to determine if your program requires a recommendation from specific people other than those described in the application instructions. Section I of this form must be completed before you give it to the person who will make your recommendation. **Note: This form must be returned in an unopened, signed, and sealed envelope with your application packet.**

SECTION 1

To be completed by the applicant. (Please print, using black ink only, or type except for your signature.)

Applicant's Name _____

Graduate program to which you are applying _____

Degree Sought _____

Name of Reference _____

To be read by both the applicant and the reference: Under federal regulations, students enrolled at East Carolina University have access to their admissions records, including letters of recommendation. However, students may waive the right to see letters of recommendation, whereupon such letters are held in confidence. If the applicant does not waive this right, the reference should understand that upon admission, the student may request to see this letter. This waiver does not affect consideration of the application for admission.

This reference will be: Held in confidence Open to my review upon admission

Applicant's Signature: _____

Date: _____

SECTION 2

To be completed by the reference. (Please print, using black ink only, or type except for your signature.)

To the reference: This applicant has requested that you serve as a reference for his or her admission to the Graduate School of East Carolina University. Your recommendation is an important part of the admissions process. We encourage you to give careful thought to your appraisal of the applicant as you complete the following four sections.

1. How well and in what context do you know the applicant? _____

2. Using the scale provided, carefully evaluate the applicant in each characteristic listed below. Please compare the applicant to other graduate school applicants that you have known during your professional career. If you lack knowledge to make a definite rating, please check the "Unable to Judge" box. Thank you for your cooperation.

	Below Average	Average	Above Average	Superior (Top 10%)	Unable to Judge
Breadth of general knowledge					
Knowledge in area of proposed study					
Ability to communicate in writing					
Ability to express ideas orally					
Ability to analyze a problem and formulate a solution					
Motivation					
Ability to work with others					
Responsibility					
Ability to accept constructive feedback					

3. We are especially interested in your comments regarding the applicant's scholarship, personality, character, and any other factors related to the applicant's promise in a graduate program. Please use the space provided or attach a formal letter on your letterhead to compose a statement addressing these attributes.

4. Summary evaluation (Check where appropriate.)

I do not recommend this applicant for admission to your graduate program.

I recommend this applicant for admission and believe his/her performance should be comparable to most other graduate students.

I feel that this applicant's qualifications are marginal, but the applicant has potential and would benefit from study in your graduate program.

I strongly recommend this applicant for admission and believe him/her to have the ability to perform at a superior level.

Signature of Reference _____ Date _____

Name _____ Title/Position _____

Institution/Company _____

Mailing Address _____
City State Zip Code

Daytime Telephone Number _____

After completion of this evaluation, please insert the form in an envelope, seal and sign it, and return the envelope to the applicant. Please return this form promptly to allow the applicant sufficient time to meet the Graduate School admission deadline. The applicant will submit the unopened, sealed envelope with the application packet. **Thank you for your time and consideration.**