

RECOMMENDATION FORM FOR GRADUATE STUDY

TO THE APPLICANT

Please complete the section below and ask your recommender to return this form and the letter of recommendation in a signed and sealed envelope.

1. Name of applicant: _____
First (given) Middle Last (family) Former Last Name if Any
2. Academic program for which you are applying: _____
3. Year and term for which you are applying: _____ Fall Spring
4. Date of Birth: _____

Recommender Information *(to be filled out by applicant):*

5. Name of recommender: _____
6. Title: _____
7. Employer: _____
8. Relationship to you: _____
9. Email address *(professional or academic email account only)*: _____

I waive my right to review this recommendation when completed and understand that it will remain confidential.

Applicant Signature

Date

TO THE RECOMMENDER

Please write a letter of recommendation on a separate sheet of official letterhead and attach it to this form. To maintain confidentiality, please sign across the back of a sealed envelope. Please return the signed and sealed envelope to the applicant or send it to our office at the following address: Graduate Admissions, School of International Service, American University, 4400 Massachusetts Avenue, NW, Washington, DC 20016-8071.

In your letter of reference please assess the applicant's potential as a graduate student in the School of International Service. You should consider previous accomplishments, intellectual independence, capacity for research and analytical thinking, work ethic, ability to work with others, ability to organize and express ideas clearly, and drive and motivation. Please explain in what capacity you have known the applicant and for what time period.

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1. How well do you know the applicant?

Very well

Well

Somewhat

2. In what capacity do you know the applicant?

Student

Academic advisee

Employee

Intern

Other*

* Please explain: _____

3. Please rate the applicant's performance in the following areas:

	Top 1-3%	Top 20%	Middle (Average)	Lowest 50%	Inadequate opportunity to Judge
Demonstrated commitment to intended program of study					
Research and writing ability					
Critical thinking skills					
Intellectual capacity (including reasoning, quantitative, and analytical skills, creativity, and learning potential)					
Resilience/Ability to overcome adversity					

4. Which phrase best describes your overall perception of this applicant?

	Truly exceptional; I recommend him/her enthusiastically	Above average; I recommend him/her with confidence	Average; I recommend him/her	Still developing academically; I recommend him/her with reservation	Unprepared for graduate study; I do not recommend him/her
"This candidate is..."					

Name (please print): _____

Title: _____ Employer: _____

Recommender Signature

Date

*** Please attach a letter of recommendation on a separate sheet of official letterhead to this form ***