

Request for Recommendation

Most programs require four letters of recommendation. Check with your program to confirm the required number of recommendations. You must make additional copies of this form yourself.

I. **To the applicant:** Complete Section I. One form should be given to each recommender.

____ is applying for admission to a Graduate School of the University of Colorado and has listed you as a reference on his or her application for graduate work in the

____ Department or School (to be filled in by applicant) Birth Date

Under the Family Educational Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right of review.

You have the option of (1) signing the following waiver or (2) declining to do so.

☐ 1. I expressly waive any rights I might have to access this letter of recommendation under the Family Educational Rights and Privacy Act of 1974.

Signature Date

☐ 2. I do not agree to the waiver above.

Signature Date

Applicant: Insert the name and campus box number of the department to which you are applying for graduate work and return this form to the department and address listed here:

Department of _____
Graduate Admissions
University of Colorado at Boulder
_____ UCB (campus box number)
Boulder, CO 80309

II. **To the recommender:** This form is intended solely for your convenience; its use is optional. Before you agree to submit a recommendation, whether on this form or on your own stationery, please review the reference to the federal law entitled the Family Educational Rights and Privacy Act of 1974 as presented above in our instructions "To the applicant."

We solicit your candid evaluation of the applicant's preparation for graduate study, range of abilities and accomplishments, and creative and intellectual promise. **On the back of this form, or on your own stationery, please summarize your opinion of (a) the quality of the applicant's academic or creative achievements, including material not apparent on the official transcripts; (b) the applicant's scholarly or creative potential and promise for advanced and original work; (c) those aspects of the applicant's personality and character significant to graduate study; and (d) the applicant's special skills and experience where demonstrated in an art, vocation, or profession.** We would appreciate knowing the extent of your contact with the applicant and any special opportunities you may have had to observe him or her.

III. Summary Evaluation

Compare the applicant with other individuals of similar training and experience with whom you have been associated. Use the following numerical scores. Mark every line; insert "X" if insufficient knowledge to rate and "NA" if not applicable.

1 = Outstanding—Comparable to the best individual in a current class or research laboratory—upper 5%

2 = Excellent—upper 6–10%

3 = Very Good (Above Average)—upper 11–30%

4 = Good (Average)—middle 31–50%

5 = Fair (Below Average)—lower 50%

____ Intellectual ability

____ Quality of previous work

____ Imagination and creativity

____ Research aptitude

____ Ability in oral expression

____ Promise as a professional in the field

____ Writing ability

Recommender's Signature Date

Name Printed or Typed Title

Address

