

REQUEST FOR RECOMMENDATION

Note to Applicant:

- One recommendation must be provided by an academic professor/instructor, and one from an employer or supervisor in a current or previous workplace.
- Please enter your name in the section below before giving it to the writer.
- Indicate whether this reference is confidential or non-confidential. *(If confidential, you waive any right or privilege provided by Public Law 93-380, the Family Rights and Privacy Act, to inspect or challenge the contents of this letter.)*
- As a courtesy to your recommendation writer, this form should be given with a stamped envelope addressed to:

Office of Graduate Studies  
 University of Dubuque  
 2000 University Avenue  
 Dubuque, IA 52001-5099

- OR please fax the form to the Office of Graduate Studies at (563) 589-3281.

Note to writer:

This applicant is applying for admission to the University of Dubuque Graduate program. In order to make an informed admission decision, this office desires to gain reliable information concerning the abilities and accomplishments of its applicants. May we ask you to review, in the space below and on the back of this sheet, how long and in what circumstances you have known this person?

Among areas for comment may be motivation, social or intellectual characteristics, work habits, communication skills, relationships with others, and achievement in written work and on examinations. Specific information that distinguishes this person is most valuable. This reference will be either confidential or nonconfidential, as indicated to the left. If you would like to write a letter in addition to this recommendation, please feel free to do so. We are very appreciative of your time and assistance!

Applicant's Name:

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Confidential  Non-confidential

1. How long and in what capacity have you known the applicant?

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2. How well do you know the applicant?  Slightly  Fairly well  Very well

3. What are the applicant's principal strengths?

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4. What might detract from the applicant's successful completion of the program?

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5. What is the applicant's potential to do graduate work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please rate the applicant in the areas indicated below:

We are interested in your comparison of the applicant to some other reference group.

In these ratings, I have evaluated the applicant within the context of:

Class  Employee  Other (specify) \_\_\_\_\_

	Exceptionally Good	Good: No Major Weaknesses	Fair	Poor	No Information
Academic potential					
Intellectual ability					
Maturity					
Leadership potential					
Analytic ability					
Drive and motivation					
Creativity					
Ability to work with others					
Oral communication skills					
Written communication skills					
For international students:					
Ability to speak English					
Ability to read English					
Ability to understand English					

7. Would you enjoy having this individual as a peer in a classroom or business environment? Why or why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Return to Office of Graduate Studies, University of Dubuque, 2000 University Avenue, Dubuque, IA 52001-5099

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