

## Graduate Letter of Recommendation Form

### Applicant Section

Name: \_\_\_\_\_ KU Department: \_\_\_\_\_  
 Degree Sought: \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, 20 U.S.C. 1232g, gives applicants (persons admitted and enrolled) the right to inspect letters of recommendation written in support of applications for admission, employment, or awards. The law also permits applicants to waive that right if they choose, although such a waiver is voluntary and cannot be a condition of admission, employment, or award.

Please date and sign **one** of the following:

1) I understand that FERPA provides for access to my file, and I wish to **retain** my right to review the references under the conditions specified.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

2) I understand that FERPA provides for access to my file, and I wish to **waive** my right to review the references under the conditions specified.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Reference Section

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Organization/University: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How long have you known the applicant?  
 In what capacity do you know the applicant?

To whom are you comparing this applicant:  
 Undergraduate Students      Graduate Students      Other

Would you accept this student into your graduate program:      Yes      No      Not applicable

Please rate the applicant in comparison to the referent group you indicated above:

	Below 50%	Above 50%	Top 25%	Top 10%	Top 5%	Inadequate Opportunity to Observe
Intellectual ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical & problem solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge in the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation for graduate study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Potential for leadership in profession	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide below your written evaluation of this applicant's potential in a graduate degree program. Place your comments in a separate letter and attach it to this form.