

STANDARD RECOMMENDATION FORM

1. Name of Applicant: _____

Family Name	First Name	Middle Name

2. Degree Sought: ☐ Graduate Certificate ☐ Graduate Diploma
☐ Master's (Non-Thesis/Professional) ☐ Master's (With Thesis, MS, MA)
☐ Doctorate (Regular) ☐ Doctorate (By Research)

If checked, specify details (e.g., partner institution): _____

3. Proposed Major Field and/or Area of Specialization: _____

To the Evaluator: Your recommendation will be considered confidential.

RECOMMENDATION

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

- ☐ As his/her professor _____ Years
☐ As his/her research adviser _____ Years
☐ As his/her employer/supervisor _____ Years
☐ Others (please specify) _____ Years

2. Was the applicant enrolled in any of your classes; and if so, in what subjects?

3. Please describe the applicant's potential for teaching and research.

Low Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High Potential
	1	2	3	4	5	

4. What is the applicant's best quality and main weakness? Please enumerate the qualities that the applicant possesses and must have to qualify for admission to their chosen degree program.

5. Please describe the applicant's professional experience in relation to the degree sought.

Unrelated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant
	1	2	3	4	5	

6. If possible, please describe a workplace/classroom/field situation where the applicant displayed capability to bring collaborative work to a successful conclusion?

7. What skills/knowledge/values that will be acquired in their chosen degree program are essential to the current or future career of the applicant?

Not Essential ☐ ☐ ☐ ☐ ☐ **Highly Essential**
1 2 3 4 5

8. Please rate the applicant on each characteristic from a scale of 1 to 5 (1 being the lowest, 5 being the highest).

[illegible]

15. Carefulness in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Tidiness in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Accuracy and precision in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Efficiency in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Originality/ingenuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Equitable treatment of others*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Ability to adjust in new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Leadership qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Written expression skills**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Oral expression skills**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Applicants are not discriminatory towards gender, political orientation, religion, race, class, age, health, and belief of others.

**Particularly, proficiency in the English language is most important.

9. Please indicate additional information concerning the applicant's potential as a graduate student that may not be reflected in the transcript of records. Use additional sheets if needed.

10. Please indicate the strength of your overall endorsement and your expectations of the performance of the applicant in their graduate study.

Outstanding	<input type="checkbox"/>
Above Average	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>
Some Reservations	<input type="checkbox"/>
Marginal	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>

Name of the evaluator: _____

Position: _____

Institution: _____

Email address: _____

Thank you for completing this recommendation.