

# Letter of Reference to support Application for Graduate Admission

**To Applicant:** complete shaded area before sending this form to your referee.

Last Name	First and Middle Name(s)	
Department applying to	Degree applying for	Area of specialization
Department Mailing Address		

**To the Referee:** We are particularly interested in the applicant's ability to carry on advanced study and research, teaching ability, potential for successful study in the applicant's field, and weaknesses, if any. We would appreciate knowing the basis for your statements. Please return to the department address above.

**1. General Appraisal**

(use reverse side if necessary)

**2. Knowledge of Applicant:** In what capacity and for how long have you known the applicant? (eg, as teacher, supervisor, employer.)

I was the applicant's \_\_\_\_\_ for \_\_\_\_\_ years and/or \_\_\_\_\_ months between the years \_\_\_\_\_ and \_\_\_\_\_.

In my opinion, of the \_\_\_\_\_ (number) students in this category I have supervised/dealt with in the last five years, I would rank this student in the upper \_\_\_\_\_ percent.

**3. Ability in the English Language:** Please comment on the applicant's ability to comprehend spoken English, to teach in English, and to pursue a research problem and write a scholarly report or thesis in English.

(use reverse side if necessary)

**4. Specific Abilities:** For each category, check the most appropriate box.

	Outstanding (top 5%)	Superior (top 15%)	Good (top 25%)	Average (top 50%)	Marginal (lower 50%)	Inadequate opportunity to observe
Academic Achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scholarly Promise	<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"/>
Teaching Potential/Promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbal Skills	<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"/>
Industriousness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**5. Referee**

Name	Academic Rank/Position	E-mail Address
Institution	Department Address and Postal Code	
Telephone Number	Date	Signature of Referee