

**RECOMMENDATION FORM**
**INSTRUCTIONS:**

**Applicant:** The applicant completes Part 1 of this form and then gives it to the person who will write the recommendation. If your reference returns the form to you, [1] have the reference sign the sealed envelope, [2] place it with the other documents in your application packet, and [3] mail it to Graduate Admissions at Radford University. Be sure to have the reference sign the seal.

**Reference:** The person providing the recommendation is to complete Part 2 of this form, and mail it to:  
**Graduate Admissions, Radford University, PO Box 6928, Radford, VA 24142.**

Applicant's Name \_\_\_\_\_

Last

First

Middle Initial

Name if records appear under a different name \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone No. \_\_\_\_\_ Program applied to \_\_\_\_\_

Check one of the following statements and sign your name. Failure to check a box implies that you waive your rights to see this recommendation.

 I WAIVE my rights to see my recommendation and therefore recognize that it will remain confidential.

 I DO NOT WAIVE my rights of confidentiality and therefore will be able to see my recommendation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 2: TO BE COMPLETED BY THE PERSON MAKING THE RECOMMENDATION**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Institution or Company: \_\_\_\_\_

Professional E-mail Address: \_\_\_\_\_ Phone Contact: (Day): \_\_\_\_\_

In what way(s) have you come to know the applicant (check all that apply).

 I taught the applicant in college

 I am/was the applicant's advisor in college

 I am/was the applicant's work supervisor

 I am/was the superintendent, assistant superintendent, principal or in some other way the supervisor of the applicant in a school or school system.

 I am/was a colleague of the applicant

 Other (Please Explain)

What is your evaluation of the applicant in terms of:

	Below Average	Average	Above Average	Exceptional	Don't Know
Scholarship .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic Potential .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to communicate orally ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with others.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability .....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to write.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

On a separate page, please provide any additional comments which you feel might be helpful in the evaluation of the applicant for admission to Graduate College at Radford University.

Signature of Reference \_\_\_\_\_

Date \_\_\_\_\_