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:

Scholarship Academic Potential Initiative

Below Average Average Above Average Exceptional Don’t Know

Ability to communicate orally Ability to work with others Dependability

Ability to write

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

Rev. 08/20