



**GRADUATE PROGRAMS
RECOMMENDATION FORM**

To the Applicant

Each recommendation must include **the completed Recommendation Form as well as a separate letter from your recommender** written and signed on academic or business **letterhead stationery**. Recommendations should be requested from professors or other professionals (e.g., employers) who are able to comment on your qualifications for graduate study. Recommendations from friends or relatives are not acceptable.

Complete all sections below and enter your name and program application deadline date on the reverse side. Deliver this form directly to the recommender, along with a stamped envelope addressed to the Office of Graduate Programs at the address given above.

Applicant's Information

Name: _____
Last or Family Name/Surname First Middle

Address: _____

Email address: _____ Last Four Digits of U.S. SSN (optional): _____

Name of the graduate program(s) to which you are applying: _____
(If applying to more than one program, please indicate which program(s) should receive this recommendation.)

Degree sought: _____

Recommender's Information

Name: _____

Title: _____ Institution/Organization: _____

Address: _____

Phone: _____ Email: _____

IMPORTANT: At least one phone number must be supplied for verification purposes.

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974 allows an applicant to waive his/her right of access to this recommendation form and letter of recommendation. The university does not require the applicant to waive this right. Check one of the following statements and sign below:

I waive my right to review this recommendation form and letter of recommendation.

I **do not** waive my right to review this recommendation form or letter of recommendation.

Printed Name: _____ Date: _____ Signature: _____

To the Recommender:

The applicant named below has applied for admission to a graduate program at Northern Kentucky University. Please complete this **Recommendation Form** and prepare a separate recommendation letter written and signed on your **official academic or business letterhead** stationery. Return both documents **directly to the Office of Graduate Programs** before the **program application deadline of _____**. If you have not had the applicant as a student, please adapt your recommendation letter to explain your knowledge and assessment of the applicant. If you do not know this student well, please feel free to say so.

Applicant's Last or Family Name/Surname _____ First _____ Middle _____

1. What is your relationship with the applicant? Teacher/Professor Employer/Supervisor Other _____

How long have you known the applicant? _____

2. Do you know the applicant well enough to give him/her a recommendation? Yes No
(If you checked NO, you do not need to complete the rest of this form.)

3. RECOMMENDATIONS

I would make the following recommendation for the applicant's admission to the program and degree listed on the front:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

4. Some gifted individuals do not perform to their potential. Is the applicant's scholastic record, as you know it, an accurate index of his/her ability?

- Yes No Don't know
(If you checked NO, please explain why in your recommendation letter.)

5. RECOMMENDATION LETTER

- a. Use only clearly marked, **official academic or business letterhead paper**. This letter must be signed by you.
- b. Include the applicant's name on each page of the letter.
- c. Attach your letter to this *Recommendation Form* and send them **directly to the Office of Graduate Programs** so they arrive before the above-stated deadline.
- d. Describe the applicant's qualifications for graduate study. Please discuss topics such as:
 - Performance in the classroom
 - Intellectual independence
 - Research and writing skills
 - Capacity for analytical thinking
 - Ability to work with others
 - Ability to organize and express ideas clearly
 - Drive and motivation
 - Suitability for the program of study and profession

Recommender, please read and sign below:

I have read the recommender information on the front of this *Recommendation Form*, including the phone number, and have made any necessary corrections. **My preferred contact number is:**

Phone: _____ Email: _____

Printed Name: _____ Date: _____ Signature: _____