



**Applicant Section**

Please complete this section, then deliver or mail this form and self-addressed envelope to your reference provider. Ask him//her to return this completed form to you sealed in the envelope you provided with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your application materials.

Applicant Last/Family Name: \_\_\_\_\_ Applicant First Name: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address/Phone Number: \_\_\_\_\_  
Month Day Year

**Term for which you are applying:**  Fall of 20 \_\_\_\_\_  Spring of 20 \_\_\_\_\_  Summer of 20 \_\_\_\_\_

**Department(s) of Study:** \_\_\_\_\_

**Degree(s) seeking:** \_\_\_\_\_

I understand that this recommendation will be used only for admission and fellowship decisions, and hereby waive my right of access to this recommendation.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Respondent (Reference Writer) Section**

The admission committee would appreciate your judicious evaluation of the applicant. Claremont Graduate University requires its applicants to submit all application materials to the University in one self-managed packet. We ask that you please return this completed evaluation *to the applicant directly*. To preserve confidentiality of your recommendation, please affix your signature to the sealed flap of the reference envelope. Note: By signing the waiver above, the applicant has waived his/her right to view this recommendation. The applicant may have access to this recommendation if he/she did not sign the waiver above.

If you do not know the student well enough to give a recommendation, please check here

Name of Respondent: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
First Last

Position/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address above is:  home address or  work address

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

**Respondent: To complete your evaluation of the applicant, please review the reverse side of this form including your personal comments and signature.**

Please rate the applicant on the qualities listed below:

	Below Average (lowest 25%)	Average (mid 50%)	Above Average (top 25%)	Outstanding (top 15%)	Truly Exceptional ( top 5%)	Not Able to Assess
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Statement About the Applicant

Please attach separate sheets or use the space below to make important comments concerning this applicant.

What is your estimate of the applicant's promise as a graduate student? What are the applicant's strengths, weaknesses, and potential for independent study and research? Please include notations of accomplishments and motivations, intellectual independence, and ability to organize and express ideas clearly in writing and orally. In your opinion, are there factors that may not be reflected on the applicant's scholastic or employment records, including aspects of character and personality that bear on his/her ability to succeed in graduate studies and subsequent career or profession?

For executive management applicants, please comment on the applicant's: a) performance as a manager; b) prospects in the management field; c) intellectual ability and capacity for advanced graduate work, and d) the relevance of graduate work to his/her future.

I  strongly recommend  recommend  recommend with reservations  do not recommend this applicant for the degree program to which he/she is applying (see degree listed in the applicant section).

I  would  would not be willing to respond to additional questions by telephone or email.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_