Instructions to Applicant
Complete part 1 of this form and submit it to your recommender. The recommender form must be confidential and returned to you in a sealed envelope with the recommender’s signature across the seal. Include the sealed recommendations with your application. Please type.

Part 1: Applicant Information

____________________________  ___________________________  ___________________________
Last Name                     First Name                     Middle Initial

____________________________
Student ID

Instructions to Recommender
Complete parts 2 and 3 of this form and return it signed to the student in a sealed envelope with your signature across the seal. Please type or print the recommendation information.

Part 2: Recommender Information (Please type or print)

Name __________________________

Title __________________________

Work Phone __________________________ Email __________________________

How long and in what capacity have you known this applicant?
**Part 3: Applicant Evaluation (Please type or print)**

For each category please rate the applicant for each of the following attributes and include supportive evidence of strength and possible limitations.

**Academic Ability**

<table>
<thead>
<tr>
<th>□ Below Average</th>
<th>□ Average</th>
<th>□ Above Average</th>
<th>□ Exceptional</th>
<th>□ Unknown</th>
</tr>
</thead>
</table>

Describe the applicant’s academic ability (planning, organization, follow-through assessment).

**Communication Skills**

<table>
<thead>
<tr>
<th>□ Below Average</th>
<th>□ Average</th>
<th>□ Above Average</th>
<th>□ Exceptional</th>
<th>□ Unknown</th>
</tr>
</thead>
</table>

Describe the applicant’s verbal and written communication skills.

**Persistence and Goal Setting**

<table>
<thead>
<tr>
<th>□ Below Average</th>
<th>□ Average</th>
<th>□ Above Average</th>
<th>□ Exceptional</th>
<th>□ Unknown</th>
</tr>
</thead>
</table>

Describe the applicant’s ability to set goals, achieve goals, and meet deadlines.
### Character

| □ Below Average | □ Average   | □ Above Average | □ Exceptional | □ Unknown |

Describe the applicant’s character (dependability, ability to work well with others, and leadership potential)

Please provide any additional information you feel provides a more holistic view of this applicant.

__________________________  _____________________
Recommender’s Signature     Date