Virginia Commonwealth University

Graduate School
Reference Form

Section I (To be completed by applicant)
The following information must correspond exactly to the information submitted on your application. Indicate your decision regarding a waiver of the right of access to this reference before giving it to the person who will be submitting the reference. You should then give the form to the recommender with a self-addressed and stamped envelope. Have the recommender place the completed reference into the envelope, seal it and sign across the seal. The envelope should be returned to you, and you should return it unopened with your application. Do not return separately. Advise the recommender if the reference also is to be used as a recommendation for financial assistance.

Social Security number (Leave blank if you do not have a U.S. SSN) ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Name _____
last first middle other last name(s)

Program for which you are applying (Complete these items exactly as you have completed them on your application.)

_____
curriculum specialization (if applicable) track (if applicable) degree

Semester and year of entry ❑ Fall _____ ❑ Spring _____ ❑ Summer _____
year year year

Name of recommender _____

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students, however, are entitled to waive their rights of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

❑ I waive my rights to inspect the contents of this reference.

_____
signature date

❑ I do not waive my rights to inspect the contents of this reference.

_____
signature date

Section II (To be completed by recommender)
Virginia Commonwealth University will value your comments on the suitability of this applicant to do graduate work and will hold your comments in confidence if the applicant has signed the above waiver.

How long and in what capacities have you known the applicant?

_____

Please carefully assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known who have similar levels of experience and education.

	Superior	Good	Average	Poor	Unknown
Intellectual ability	❑	❑	❑	❑	❑
Ability to analyze a problem and formulate a solution	❑	❑	❑	❑	❑
Competence in applicant's general field	❑	❑	❑	❑	❑
Self-reliance	❑	❑	❑	❑	❑
Leadership	❑	❑	❑	❑	❑
Creativity/innovation	❑	❑	❑	❑	❑
Motivation	❑	❑	❑	❑	❑
Self-discipline	❑	❑	❑	❑	❑
Cooperativeness	❑	❑	❑	❑	❑
Oral communication skills	❑	❑	❑	❑	❑
Written communication skills	❑	❑	❑	❑	❑
Initiative	❑	❑	❑	❑	❑
Reliability	❑	❑	❑	❑	❑

Please use space on the back of this form to elaborate on the applicant's qualifications.

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The Graduate School is interested in obtaining an accurate profile of the applicant's capability for graduate study. Since we realize that check-off items sometimes do not provide you the opportunity to characterize the applicant as fully as you would like, we encourage you to provide additional comments on the applicant's intellectual capability, motivation for seeking graduate education, and likely tenacity in following through with the opportunity for graduate education (e.g., perseverance, work habits, organization). If the applicant is applying to a professional curriculum, we are interested in your comments about the applicant's significant professional attitudes and behaviors. This form also may be used as a recommendation for financial assistance, such as teaching, research assistance or fellowships.

Your overall assessment of the applicant as to his or her ability to complete an advanced academic degree:

❑ Highly recommend ❑ Recommend with reservation

❑ Recommend without reservation ❑ Do not recommend

signature date

name (please print)

institution

position telephone number

Place the completed form in the addressed and stamped envelope provided by the applicant. Be sure to seal the envelope and sign it across the seal before returning it to the applicant. Thank you for assisting us with our self-managed application process.