

## Applicant

**INSTRUCTIONS:** You **must provide all information requested** in this top section. This information will be used to insure that this recommendation will be matched to your application file. **Provide your recommender with an envelope addressed to your Graduate Program.** The completed recommendation and any attached information (if applicable) **must** go directly to the Graduate Program to which you are applying. **DO NOT** send

this form to Rackham Graduate School Admissions. Please follow the Graduate Program's instructions if different than above.

### Name of Applicant

### Name of Recommender

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Birthdate \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Graduate Program \_\_\_\_\_  
 Subplan (if applicable) \_\_\_\_\_  
 Application Deadline Date\* \_\_\_\_\_  
 Graduate Program Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 \_\_\_\_\_  
 Business Telephone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Institution or Company \_\_\_\_\_  
 \_\_\_\_\_

Graduate Program information is available at [http://www.rackham.umich.edu/academic\\_information/programs/](http://www.rackham.umich.edu/academic_information/programs/)

Under the provisions of the Family Education Rights and Privacy Act of 1974, you (if admitted and enrolled) will have access to the information provided unless you have waived such access. Please sign and date below to inform us of your decision.

I hereby waive my right of access to the information recorded below. OR  I do not waive my right of access to the information recorded below.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\* This completed form (and attachment if applicable) must be sent to the Graduate Program by the date noted above. Recommendations sent to the Rackham Graduate School will delay the processing of the application. Recommendations received after the program's deadline date may not be considered.

## Recommendation of the Applicant

**Notification of Privacy:** We request your support in maintaining the confidentiality of the recommendation by sharing the content only with the individuals directly involved in the decision making process. The information may not become a part of the candidate's permanent record and is not to be re-disclosed. Graduate Program information is available at [http://www.rackham.umich.edu/academic\\_information/programs/](http://www.rackham.umich.edu/academic_information/programs/).

In addition to responding to the items below, feel free to attach a letter that comments specifically on the applicant's strengths and limitations for graduate study.

1. Please rate the applicant in comparison with others whom you have known at similar stages in their careers.

	Exceptional Upper 5%	Outstanding Next 15%	Very Good Next 15%	Good Next 15%	Next 50%	No Basis for Judgment
Knowledge in chosen field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation and perseverance toward goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express thoughts in speech and writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability/potential for college teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and conduct research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please indicate the strength of your overall endorsement by placing an "X" along the scale.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly Recommended	Recommended	Recommended with Some Reservations	Not Recommended

3. Will you attach a letter?  Yes  No

4. If you are attaching a letter you can skip question 4a., attach your letter and mail the form and letter to the graduate program.

4a. How long and in what capacity have you known the applicant? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

When attaching a letter, providing descriptions of significant actions, accomplishments, and personal qualities related to scholarly achievement is particularly helpful. Several paragraphs will be more useful to the faculty admission committee than one or two sentences. Feel free to comment on the applicant's character. If applicable, include any known obstacles the applicant may have had to overcome to attain his or her educational goals (e.g., economic, social, cultural, educational or other disadvantages). Please provide the full name of the student as it appears above to ensure that your recommendation will be added to the correct applicant file.