

WESTERN MICHIGAN UNIVERSITY

GRADUATE PROGRAM REFERENCE FORM

TO THE APPLICANT:

Complete items A, B, and C below, then deliver this form directly to a person who is acquainted with your qualifications for graduate study. You must supply this person with a self-addressed, stamped envelope in which he/she will return this form to you. When you have received all the forms back, you forward them in their sealed envelopes to your department using the envelope provided in the general admission packet. Refer to departmental materials for application deadline dates. Be sure to allow plenty of time to gather letters and still meet the deadlines.

A. Name _____ Degree Sought _____

B. Fill in the name of the graduate program to which you are applying _____

Are you also applying for any of the following? (See enclosed information)

Assistantship Associateship Fellowship

C. The Family Education Rights and Privacy Act of 1974 provides the student with a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Check and sign one of the following statements.

- I waive my right to review of this recommendation
- I do not waive my right to review of the recommendation

Date _____ Name (Print) _____

Applicant's Signature _____

TO THE PERSON (REFEREE) COMPLETING THIS FORM:

The student named above have applied for admission to a graduate program at Western Michigan University. Please complete this reference form and return it as soon as possible to the applicant in the self-addressed, stamped envelope which he/she has provided. You may prefer to write a separate letter and attach it to the form.

- 1.) a.) How long have you know the applicant? less than 1 year more than 1 year
- b.) How well do you know the applicant? casually fairly well very well
- c.) Has the applicant been an advisee in your class(es) teaching assistant research assistant
- d.) Have you known this applicant as a professional? yes no

OVER

2.) What is your opinion of the applicant's potential as a graduate student? Give views on such matters as his/her accomplishments, intellectual independence, research interests, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly (orally and in writing), teaching ability and experience. If English is not the application's first language, please include an assessment of spoken English.

3.) Rate the applicant in comparison to other students or employees whom you have known in a similar capacity. Reference group (e.g. 100 M.A. students I've known in past 5 years, 20 undergraduates in intermediate courses, etc.) _____

	Top 2%	Top 10%	Top 25%	Next 25%	Lower 50%	Not able to judge
Intellectual ability	_____	_____	_____	_____	_____	_____
Knowledge of chosen field	_____	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____	_____
Research potential	_____	_____	_____	_____	_____	_____
Teaching potential	_____	_____	_____	_____	_____	_____
Social skills	_____	_____	_____	_____	_____	_____
Work habits	_____	_____	_____	_____	_____	_____
Originality	_____	_____	_____	_____	_____	_____
Problem solving skills	_____	_____	_____	_____	_____	_____
oral communication skills	_____	_____	_____	_____	_____	_____
Written communication skills	_____	_____	_____	_____	_____	_____
Leadership potential	_____	_____	_____	_____	_____	_____

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

Highly Recommended Recommended Recommended with some reservations Not Recommended

Signature of referee _____ Date _____

Print or Type:
Name _____ Title _____

Institution _____

Address _____

Telephone _____ E-mail _____

Return this form to the applicant in the self-addressed, stamped envelope he/she has provided. Make sure to sign across the seal of the envelope.