

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

RECOMMENDATION FOR GRADUATE STUDY

Office of Graduate Studies
University at Albany, State University of New York
UAB 121, 1400 Washington Avenue, Albany, NY 12222
518-442-3980

Notice to the Applicant: Please complete the section below and forward this form to the individual who will serve as your reference. You should also provide a stamped addressed envelope. When you receive the completed reference, place the sealed letter in the large envelope and include it as part of your application.

Name of Applicant: _____
Last (Family)
First
Middle Initial

Social Security Number: ____ / ____ / ____ Desired degree and field of study: _____

Name of Reference: _____ Occupation of Reference: _____
(Please print)

Confidentiality The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, and the University guidelines permit enrolled graduate students access to letters of recommendation retained in their files. The applicant may waive this right of access, in which instance, retained letters will be considered confidential and will typically not be available to students. If you wish to waive your right of access to this letter, please indicate by signing your name on the line below. By signing below, you agree to waive all right to review the content of this letter of recommendation.

Applicant Signature
Date

Notice to the Recommender The above named individual is applying for graduate study at the University at Albany. The University places great emphasis on the importance of testimony of those qualified to offer comments concerning the qualifications of the applicant. Please return to the applicant this completed form in a sealed envelope, with your signature across the sealed flap. If you prefer not to give this form directly to the applicant, please mail this document to the address noted above. Thank you.

How long have you known the applicant? _____ In what capacity? _____

Please rate the applicant using the scale below. Please provide narrative comments on the reverse side of this form.

	Poor	Below Average	Average	Above Average	Outstanding	Not Able To Judge
Ability of expression in written and oral work						
Creativity in research work, projects, etc.						
Motivation for proposed program of study						
General preparation for graduate study						

After completing this section, please turn to the other side of this page.

Please comment on the specific talents the applicant has demonstrated in research, writing or teaching. We also welcome comments concerning the applicant's academic, personal and professional qualities which reflect his/her ability to engage in graduate study. If you wish, you may attach a separate letter instead of using this form.

signature

date

title

Please return this form in a sealed envelope to the applicant. Please sign your name across the seal of the envelope. Thank you for completing this form according to our instructions.