Directions for Using Letter of Recommendation Form

Dear Applicant:

The attached letter of recommendation form is an optional* form prepared for the convenience of recommenders who would like to use a form in lieu of a standard letter.

Applicants are to print the form, complete the top portion, sign it and forward it on to the recommender. Indicate the date that the recommender should return the form to you or the department you are applying for to give ample time for application submission by the necessary deadline. Recommendation forms should be returned directly to the department for which the applicant is applying. Please check with the specific department regarding their policy and provide accurate address information to the recommender if the form is being returned directly to the department. If the recommender is returning the recommendation form to you in a sealed envelope, it is helpful to provide a self addressed, stamped envelope to that person for his or her convenience. Be sure to include the unopened envelope(s) with your application material.

If you have any questions, feel free to contact the Graduate College at 561-297-3624.

*Please Note:

All applicants applying for English are required to use this letter of recommendation form.

All applicants applying for Counselor Education should NOT be using this form; instead, your letters should come on professional letterhead from your recommenders.

All applicants applying for the MSW program must use reference forms from the School of Social Work and complete a supplemental School of Social Work application in addition to the Graduate Admissions application. Please visit the following link for the MSW application and recommendation form: http://www.fau.edu/ssw/msw/

All applicants applying for Nursing should NOT use this form. Letters of Recommendation should be on professional letterhead from the recommenders. The points to be addressed are listed in the Catalogue under Master of Science with a Major in Nursing: Admission Requirements or on the Supplemental Application which all applicants should complete either online or on paper.
Letter of Recommendation Form

To the applicant: Complete the top portion of this form and forward it on to your recommender. Indicate the date that your recommender should return the form to you or the department you are applying for to give ample time for application submission by the necessary deadline. Recommendation forms should be returned directly to the department for which the applicant is applying. Please check with the specific department regarding their policy and provide accurate address information to the recommender. If the recommender is returning the recommendation form to you in a sealed envelope, it is helpful to provide a self addressed, stamped envelope to that person. Be sure to include the unopened envelope(s) with your application material.

Return to applicant/department by (month/day/year): ______________________

Applicant Name (last, first) ______________________________________________________________________

Intended program of study and degree _____________________________________________________________

Name of recommender _________________________

The Family Educational Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation.

I __ waive __ do not waive my right to inspect the contents of this recommendation.
(By waiving your right, you will not be allowed to inspect the contents of the letter.)

Applicant’s signature __________________________________________________________________________

To the recommender: We would appreciate your opinion of this applicant’s potential for success in graduate study. How long and in what capacity have you known the applicant? Please comment on the applicant’s academic ability and aptitude for advanced study in the field. Rate the applicant, if possible, on the chart on the next page. If you prefer to write your own letter rather than use this form, you may do so and attach this form to your letter. We pay careful attention to your appraisal, and we are grateful for your assistance.

Recommender _________________________
Signature ____________________________________________________________

Date________________________

Position________________________________________ Institution__________________________

Address________________________________________________________________________________________

E-mail_____________________________________

Fax_______________________ Phone__________________________
Letter of Recommendation Form

Applicant Name (last, first) ____________________________________________

Recommender: please evaluate the applicant on the scale below in comparison with the others you have known during your professional career. Indicate the reference group you have in mind:

___ Undergraduate ___ Graduate ___ Employees ___ Colleagues ___ Other _______________________

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<th>Exceptional (top 5%)</th>
<th>Outstanding (top 10%)</th>
<th>Good (top 15%)</th>
<th>Average (top 40%)</th>
<th>Poor (lower 50%)</th>
<th>Motivation for Graduate Study</th>
<th>Unable to Assess</th>
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<tbody>
<tr>
<td>Intellectual ability</td>
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<td>Breadth of general knowledge</td>
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<td>Ability in oral expression</td>
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<td>Perseverance</td>
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<td>Written ability</td>
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<td>Imagination and creativity</td>
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<td>Potential as a teacher</td>
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<td>Potential as a researcher</td>
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Please make any additional comments you feel may be helpful in assessing the candidacy of the applicant.

Recommender Signature_______________________________________________ Date____________________

Please seal your recommendation in an envelope, sign across the seal and mail to the applicant or to the department, as indicated in your instructions from the applicant. We appreciate your prompt reply.