## **Reference Form**

Applicant should fill out and sign thi	s part of the form:						
Name of Applicant							
Admission requested for (check one) (check one)*	Summer semester Fall semest Internship Option Career Opt *see www.kupublicadministration.org/pr	ion					
<ul> <li>Applicant should sign ONE of these statements:</li> <li>I wish to have access to this statement and understand that under Public Law 93-380 I shall have the right to read this document. Only students <i>admitted</i> to the program have the right of access.</li> <li>Signature Date</li> </ul>							
• I wish this statement to be confidentian 93-380 to this document.	al and I hereby waive any and all rights	of access granted me by Public Law					
Signature	Signature Date						
<b>Lawrence applicants send to:</b> MPA Admissions Department of Public Administration The University of Kansas	<b>Topeka applicants send to:</b> MPA Admissions KU Public Management Center KNEA Building	<b>Overland Park applicants send to:</b> MPA Admissions Department of Public Administration KU Edwards Campus					
1541 Lilac Lane #318 Lawrence, Kansas 66045 FAX: (785) 864-5208	715 West 10th Street Topeka, KS 66612 FAX: (785) 296-2580	12600 Quivira Road Overland Park, KS 66213 FAX: (913) 897-8681					

## Person giving referral should fill out and sign this part of the form:

The faculty in the Department of Public Administration at the University of Kansas appreciate the time and effort you will take to assist the person who has requested this recommendation. The applicant seeks admission to the Master's Degree program in Public Administration. This degree is designed for people who already are pursuing a public service career and seek advancement in a managerial track or for those who have that as their goal. We look for: (1) Academic potential to complete graduate study, (2) Managerial and leadership experience/potential and (3) Commitment to public service values. Admission to the degree program is competitive, and your recommendation is an important part of the applicant's file.

1. Does the applicant have the academic potential to complete graduate work? Sometimes an applicant will have been out of school for a number of years. Under these conditions, academic potential might be seen in the way the person systematically gathers and analyzes information at work, identifies what is more important from less important, and in the way the person conveys information logically. Does the applicant enjoy the intellectual side of issues?

1	2	3	4	5
Strong academic potential				May struggle with graduate level course work

2. Clear writing is crucial to successfully completing a graduate degree in public administration. The applicant must be able to organize his/her thoughts logically and to write clearly and concisely.

1 2 3 4 5

Very good writer with little editing necessary

Writing is an area of concern

3. Has the applicant demonstrated leadership ability/potential through work, community, school, or extra-curricular activities? Do others look to this person when a project needs to be organized and carried though? Does the applicant willingly accept leadership or managerial responsibility?

1	2	3	4	5
Strong leadership ability or potential				Very modest leadership ability or potential
Please explain with an ex-	ample if possible:			
listening carefully	and respecting the views equires a willingness to r	s of others, using approp	riate social skills, and d	rk with others. This requires emonstrating interpersonal lividual interests have to give
1	2	3	4	5
Works very well with others				Works better individually
Please explain with an ex-	ample if possible:			
is reflected in the	desire to serve others. S	ed for students who are a ometimes it is reflected s the applicant demonstr 3	in an interest and respo	
public service values	os visno annuonisto hav		o work for the oralison	and respect for public
<ul> <li>Very willing</li> <li>Perhaps</li> <li>It would take so</li> </ul>	me convincing	v willing would you be t		
		s reference form. <b>Do no</b> ation Department. See ac		licant.
Name (type or print) _				
Signature				
Title		Organization		
Address				