



# Letter of Recommendation

## Applicant:

First Name of Applicant

Last Name of Applicant

Mailing Address of Applicant - Domestic Applicants: Please put street address on this line

Mailing Address of Applicant (continued) - Domestic Applicants: Please put City, State & Zip Code on this line

Graduate business program for which you are seeking admission

By signing below, I waive the right to inspect this confidential recommendation. I understand that, according to the Family Educational Rights and Privacy Act of 1974, this waiver is optional.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date: Month/Day/Year

## Recommender:

The person named above is applying for admission to graduate studies in the School of Business at the University of Kansas. You have been selected by the applicant to submit your comments on the applicant's qualifications for graduate work in business. The information supplied on this form will be used for the purpose of assessing the applicant's qualifications for admission and, if requested and funds are available, for financial assistance. Your comments will be held completely in confidence if the applicant has signed the statement above.

Please enclose this completed form in an envelope addressed to the applicant, seal the envelope, sign your name across the envelope seal and return it to the candidate for submission with the remainder of the application package. Thank you for your cooperation and assistance.

How long have you known the applicant? \_\_\_\_\_  
Years \_\_\_\_\_ Months \_\_\_\_\_

Under what circumstances have you known the applicant?

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What are the applicant's primary strengths that would allow him/her to succeed in a graduate business program?

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What are the applicant's primary weaknesses or liabilities that would limit his/her ability to succeed in a graduate business program?

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From your knowledge of the applicant, please assess his/her potential for success in a management career? What is your basis for this assessment?

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Please answer the following questions by evaluating the applicant in relation to others you have known in a similar capacity.

<b>Conceptual Ability</b>	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
<b>Analytical Ability</b>	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
<b>Ability to Work with Others</b>	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
<b>Initiative</b>	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
<b>Maturity</b>	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
<b>Verbal Communication Skills</b> with English as the primary language	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
<b>Written Communication Skills</b> with English as the primary language	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment

Please describe the reference group you are using to make your comparisons:

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**Based upon my knowledge of the applicant: (check one)**

- I strongly recommend him/her for admission into a graduate program at The University of Kansas.
- I recommend him/her for admission into a graduate program at The University of Kansas.
- I recommend, but with reservations, him/her for admission into a graduate program at The University of Kansas.
- I do not recommend him/her for admission into a graduate program at The University of Kansas.

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Signature of Recommender

/ /  
Date: Month/Day/Year

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Printed Name of Recommender

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Title of Recommender

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Organization

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Phone Number

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Complete Business Mailing Address