



Recommendation Form

To the Applicant

Complete the following items and forward this form to the individual who will provide your reference.

Applicant's Name _____
LAST FIRST MIDDLE FORMER/OTHER (IF APPLICABLE)

Address _____
NUMBER AND STREET

CITY STATE AND COUNTRY ZIP/POSTAL CODE

Social Security Number - - Application Date _____

Program

- ☐ Master of Science in Computer Science
☐ Master of Science in Software Engineering
☐ Master's Plus in Computing and Software Engineering

I hereby release Loyola College in Maryland and its agents and employees from liability in connection with investigating and evaluating my application. I further release from liability all parties providing information in good faith concerning my qualifications in connection with my application.

Applicant's Signature _____ Date _____

To the Person Completing this Form

The person named above is applying for admission to a Graduate Programs in Computer Science and Software Engineering at Loyola College in Maryland. The Admission Committee finds candid evaluations helpful in choosing from among highly qualified candidates.

Notice about confidentiality: Under Public Law 93-380, the Family Educational Rights and Privacy Act, applicants for admission do not have access to their records unless and until they enroll at Loyola College in Maryland. To ensure confidentiality of information within the spirit of the law, the college will use this form for the purpose of admission only. The professional reference and any other subjective supplementary statements sent on the applicant's behalf, will be destroyed before his/her matriculation at Loyola. Your comments are valuable. The appraisal of the applicant will greatly assist the Admission Committee in reaching a decision in his/her best interest.

When you complete this recommendation form, please place the form and any additional pages in an envelope with your letterhead on it. **Sign your name across the sealed flap** of the envelope and return it to the student who will submit all of his/her application materials in a single package. The deadline for student submission of application materials to the Computer Science and Software Engineering Program is September 1 for Fall Semester, January 1 for Spring Semester, and May 15 for Summer Session. Please keep these deadlines in mind when completing the recommendation.

Name _____
DR./MR./MRS./MS.

Title/Position _____

Company/Position _____

Address _____
NUMBER AND STREET

CITY STATE AND COUNTRY ZIP/POSTAL CODE

Telephone _____ E-mail Address _____

Continued on back

Background Information

For how long and in what capacities have you known the applicant?

Reference

Please add any comments that may assist in providing a complete picture of the applicant's abilities and potential as a graduate student.