

## Letter of Recommendation

**Applicant: Complete this section**

Applicant name: \_\_\_\_\_

Current Address: \_\_\_\_\_

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 \_\_\_\_\_

**Directions to the recommender:**

**The person named above is applying for admission to the School of Journalism's graduate program at the University of Kansas. You have been selected by the applicant to submit your comments on the applicant's qualifications for graduate work. The information supplied on this form will be used for the purpose of assessing the applicant's qualifications for admission. You may, if you wish, respond in the form of a letter instead of filling out this form. Your comments will be held completely confidential if the applicant has signed the statement above. Please enclose this form in a sealed envelope, sign your name across the envelope seal, and send it to: Graduate Secretary, School of Journalism & Mass Communications, University of Kansas, 1435 Jayhawk Blvd., Room 201 Stauffer-Flint Hall, Lawrence, KS 66045-7575. Thank you for your cooperation and assistance.**

1. How long have you known the applicant? \_\_\_\_\_  
years months

2. Under what circumstances have you known the applicant?

3. What are the applicant's primary strengths?

4. From your knowledge of the applicant, how would you assess his/her potential in completing a challenging academic curriculum?

5. What are the applicant's primary weakness or liabilities? How might these affect the applicant's performance in a graduate program?

6. Please complete the rating by evaluating the applicant in relation to other candidates you have known in a similar capacity.

Exceptional   Outstanding   Average   Below average   No Basis for Judgment

Conceptual ability

Analytical ability

Ability to work with others

Initiative

Maturity

Effectiveness in speaking

Effectiveness in writing

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

Please check one.

I would

\_\_\_\_\_strongly recommend

\_\_\_\_\_recommend

\_\_\_\_\_recommend with reservations

\_\_\_\_\_not recommend

that the applicant be admitted to a graduate program at the University of Kansas.

Name\_\_\_\_\_

Title\_\_\_\_\_

Company/Organization/College\_\_\_\_\_

Business address\_\_\_\_\_

City, State, ZIP code\_\_\_\_\_

Business phone\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_