

WESTERN MICHIGAN UNIVERSITY

GRADUATE PROGRAM REFERENCE FORM

TO THE APPLICANT:

Complete items A, B and C below, then deliver this form directly to a person who is acquainted with your qualifications for graduate study. You **must** supply this person with a self-addressed, stamped envelope in which he/she will return this form to you. When you have received all the forms back, you forward them in their **sealed envelopes** to your department. Refer to departmental materials for application deadline dates. **Be sure to allow plenty of time to submit letters and meet deadlines.**

A. Name _____ Degree Sought _____
Last First Middle or Former

B. Fill in the name of the graduate program to which you are applying: _____

Are you also applying for any of the following? (See enclosed information)

_____ Assistantship

_____ Associateship

_____ Fellowship

C. The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Check and sign one of the following statements.

☐ I waive my right to review of this recommendation.

☐ I do *not* waive my right to review of this recommendation.

Date _____ Name (Print) _____

Applicant's Signature _____

TO THE PERSON (REFeree) COMPLETING THIS FORM:

The student named above has applied for admission to a graduate program at Western Michigan University. Please complete this reference form and return it as soon as possible to the applicant in the self-addressed, stamped envelope which he/she has provided. You may prefer to write a separate letter and attach it to this form.

1. a) How long have you known the applicant? ☐ less than 1 year ☐ more than 1 year
- b) How well do you know the applicant? ☐ casually ☐ fairly well ☐ very well
- c) Has the applicant been ☐ an advisee ☐ in your class(es) ☐ teaching assistant ☐ research assistant
- d) Have you known this applicant as a professional? ☐ yes ☐ no

2. What is your opinion of the applicant's potential as a graduate student? Give views on such matters as his/her accomplishments, intellectual independence, research interests, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly (orally and in writing), teaching ability and experience. If English is not the applicant's first language, please include an assessment of spoken English.

3. Rate the applicant in comparison to other students or employees whom you have known in a similar capacity. Reference group (e.g. 100 M.A. students I've known in past 5 years, 20 undergraduates in intermediate courses, etc)

	Top 2%	Top 10%	Top 25%	Next 25%	Lower 50%	Not able to judge
Intellectual ability...	_____	_____	_____	_____	_____	_____
Knowledge of chosen field...	_____	_____	_____	_____	_____	_____
Motivation...	_____	_____	_____	_____	_____	_____
Research potential...	_____	_____	_____	_____	_____	_____
Teaching potential...	_____	_____	_____	_____	_____	_____
Social skills...	_____	_____	_____	_____	_____	_____
Work Habits...	_____	_____	_____	_____	_____	_____
Originality...	_____	_____	_____	_____	_____	_____
Problem solving ability...	_____	_____	_____	_____	_____	_____
Oral communication skills...	_____	_____	_____	_____	_____	_____
Written communication skills...	_____	_____	_____	_____	_____	_____
Leadership potential...	_____	_____	_____	_____	_____	_____

4. Please indicate the strength of your overall endorsement by placing an "X" along the scale.

Highly recommended	Recommended	Recommended with some reservations	Not recommended
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Signature of referee _____ Date _____

Print or type:

Name _____ Title _____

Institution _____

Address _____

Telephone _____ Email _____

**Return this form to the applicant in the self-addressed, stamped envelope he/she has provided.
Make sure to sign across the seal of the envelope.**