Personal Reference Form

Part I
To the Applicant: Complete Part I of this Reference Form and then give it to your reference for completion. After completing this form, your reference should mail it directly to the address above in a pre-addressed envelope provided by you.

Name of Applicant ____________________________________________________________________________

Address ____________________________________________________________________________________ Apt. # __________________________

City _________________________________________________________________________________________ State __________ Zip ______________________

Notice: PUBLIC LAW 93-380, the Family Education Rights and Privacy Act of 1974, grants all students the right to inspect and review all of their official records. This right extends to letters of recommendation, except that a student may waive this right to inspect and review letters of recommendation by signing a waiver.

I waive my right to review this reference form.
Signature of Applicant ___________________________ Date ________________

I do NOT waive my right to review this reference form.
Signature of Applicant ___________________________ Date ________________

Failure to sign either of the above indicates the applicant has not waived the right to review this reference form.

Part II
To The Reference: The person named above has applied for admission to T. Walter Brashier Graduate School of North Greenville University, giving your name as a reference to evaluate his or her academic potential. Please complete Parts II and III of this form and then mail it directly to the Graduate School Office in the pre-addressed envelope provided by the applicant. The Graduate School appreciates your candid evaluation of this applicant. Thank you for taking the time to assist in the application process.

How long have you known the applicant? __________________________________________________________________________

How well do you know the applicant? _____________________________________________________________________________

Please rate the applicant in each of the following areas by circling the appropriate answer:
(1=Unsatisfactory 2=Below Average 3=Average 4=Above Average 5=Exceptional N=No Basis for Judgment)

1. Intellect    1 2 3 4 5 N
2. Motivation / Initiative  1 2 3 4 5 N
3. Aptitude for Problem Solving  1 2 3 4 5 N
4. Leadership Ability  1 2 3 4 5 N
5. Cooperativeness  1 2 3 4 5 N
6. Creativity  1 2 3 4 5 N
7. Maturity  1 2 3 4 5 N
8. Interpersonal / Social Skills  1 2 3 4 5 N
9. Self-esteem  1 2 3 4 5 N
10. Emotional Stability  1 2 3 4 5 N
11. Verbal Communication Skills  1 2 3 4 5 N
12. Written Communication Skills  1 2 3 4 5 N
13. Career Potential  1 2 3 4 5 N
Part III
Use the space below to elaborate upon any of the information provided in Part II and to provide any additional information that may be helpful in evaluating the qualifications of the candidate.

Part IV
Reference’s Official Recommendation - Please check one:
• Strongly Recommend Applicant for Admission ______
• Recommend Applicant for Admission ______
• Recommend Applicant for Admission with the following provision ____________________________________________________
• Do NOT Recommend Applicant for Admission ______

Print Name and Title____________________________________________________________
Signature _______________________________________________________________________
Date_________________________
Organization / Institution _________________________________________
Phone (________) ___________________________
Address__________________________________________________________________
City _____________________________ State _______ Zip______________