

**THE UNIVERSITY OF MONTANA
GRADUATE SCHOOL
RECOMMENDATION FORM**

Applicant Must Complete This Section (with or without signature)

Name of applicant (**please print**): _____ Date of birth: (mm/dd/year) _____

Department/program applying to: _____ Degree applying for: _____

I hereby voluntarily waive my right to inspect this confidential personal reference report:

_____ Applicant's Signature

(If you choose not to sign this waiver, you will have access to this personal reference report in accordance with the Family Educational Rights and Privacy Act of 1974.)

RESPONDENT: Return recommendation to the applicant by: _____

Name of respondent: _____

Title: _____ Institution or organization: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

I. Applicant's academic achievements and personal characteristics

The University of Montana appreciates your willingness to evaluate the history and potential of the above named applicant. In the rating scales below, please compare the applicant with a representative group of individuals you have known during your professional career who have had approximately the same amount of experience and training as the applicant. **Please return all recommendation materials to the applicant. If he/she waived right of access, your letter must be in a sealed envelope with your signature across the seal.**

	No basis to judge	Below average (lowest 50%)	Above average (next 25%)	Very good (next 15%)	Excellent (top 10%)	Outstanding (top 1%)
Degree of mastery of the fundamental knowledge in his/her general field.						
Knowledge of and ability to use the basic techniques in his/her field.						
Ability to express himself or herself in speech and writing.						
Self-reliance and independence in his/her major field.						
Motivation toward a successful, productive career.						
Mature judgment and appropriate behaviors in academic and professional settings.						
Possession of imagination and originality in his/her field.						
Growth during the total period in which you observed him/her.						

II. Letter of Recommendation

In the space provided or as a separate letter, please assist in providing a complete picture of the applicant's ability and potential by making some observations on such matters as capacity for graduate study, present achievements, and job competence. Comment upon any personal interest that might lead to a better understanding of the applicant.

Signature of Respondent: _____ Date _____
