

Letter of Reference

Applicant Name of Applicant: _____
Mr./Ms. Last (Family Name) First Middle

Information 申請學系 : _____
Department applied for
性別 : _____ 畢業學校 : _____ 在校期間 : _____
Sex School Graduated From Period of Attendance

To the Recommender: Your candid assessment of the applicant named above will greatly assist the Admissions Committee. Your report will remain confidential and will be used solely for the purpose of determining whether or not, in the committee 's best judgment, the candidate should be admitted to the University.

The admissions procedure requires the applicant to gather individual letters of reference (and other documents) and to submit a complete set of documents with the application. After completing this form, place it in a envelope, seal it, and sign it across the seal. Return the envelope to the applicant. We thank you for your assistance !

To be completed by the recommender.

Recommender 's Signature: _____ Date: _____

Title: _____

Employer: _____

Business Address: _____

Number and Street

City

State

Zip

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

	Not observed	Below Average (lower25%)	Average (top 50%)	Good (top25%)	Very Good (top 10%)	Excellent (top 2%)
Judgment						
Ability to work with others						
Creativity						
Maturity						
Dependability						
Communication skills: oral						
Communication skills: written						
Ability to analyze a problem and formulate a solution						
Enthusiasm						
Potential for career advancement						