



To the Recommender:

The applicant named below has applied for admission to a graduate program at Northern Kentucky University. Please complete this **Reference Form** and prepare a **separate recommendation letter** written and signed on your **official academic or business letterhead** stationery. Return both documents **directly to the Office of Graduate Programs** before the **program application deadline of _____**. If you have not had the applicant as a student, please adapt your recommendation letter to explain your knowledge and assessment of the applicant. If you do not know this student well, please feel free to say so.

Applicant's Last or Family Name/Surname _____ First _____ Middle _____

1. What is your relationship with the applicant? Teacher/Professor Employer/Supervisor Other _____

How long have you known the applicant? _____

2. Do you know the applicant well enough to give him/her a recommendation? Yes No
(If you checked NO, you do not need to complete the rest of this form.)

3. **RECOMMENDATIONS**

I would make the following recommendation for the applicant's admission to the program and degree listed on the front:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

4. Some gifted individuals do not perform to their potential. Is the applicant's scholastic record, as you know it, an accurate index of his/her ability?
 Yes No Don't know
(If you checked NO, please explain why in your recommendation letter.)

5. **RECOMMENDATION LETTER**

- a. Use only clearly marked, **official academic or business letterhead paper**. This letter must be signed by you.
- b. Include the applicant's name on each page of the letter.
- c. Attach your letter to this *Reference Form* and send them **directly to the Office of Graduate Programs** so they arrive before the above-stated deadline.
- d. Describe the applicant's qualifications for graduate study. Please discuss topics such as:
 - Performance in the classroom
 - Intellectual independence
 - Research and writing skills
 - Capacity for analytical thinking
 - Ability to work with others
 - Ability to organize and express ideas clearly
 - Drive and motivation
 - Suitability for the program of study and profession

Recommender, please read and sign below:

I have read the recommender information on the front of this *Reference Form*, including the phone number, and have made any necessary corrections.
My preferred contact number is:

Phone: _____ Email: _____

Printed Name: _____ Date: _____ Signature: _____