



Letter of Reference

University of Illinois at Springfield
Office of Graduate Studies

Part A to be completed by the applicant. Complete items 1 - 4 and give this form to a person acquainted with your education and abilities.

1. Name of applicant: _____

Last
First
Middle

Proposed program of study : _____

Field of specialization (optional):
2. Letter to be sent to: _____

Department:

Street address: _____

City and state: _____

Zip Code:
3. In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship
4. (Optional) I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.

Signature: _____

Date:

Part B to be completed by the person writing the reference. Please state below your opinion of the applicant's ability to carry on advanced study and capacity to pursue a successful career in his or her field. You may wish to comment on the following: communication skills, intelligence, initiative, judgment, diligence, and ability to work with others. Use the reverse side if necessary or attach pages to this form. Mail the form directly to the program specified above in item 2. If the applicant has signed item 4 above, confidentiality of this letter of reference is assured.

Among approximately (no.) _____ students I have known in comparable fields, I would rank this student in the upper _____ percent.

The comparison group is (e.g., undergraduates at UIS): _____

Signature: _____

Date: _____

Print name: _____

Address: _____

Position: _____

Institution: _____

E-mail address: _____
