

# DAEMEN COLLEGE

## *Graduate Reference Form*

Name of applicant: \_\_\_\_\_

Current Address: \_\_\_\_\_

**AUTHORIZATION FOR WAIVER, TO BE READ AND SIGNED BY THE APPLICANT:** This waiver is not required as a condition of admission to Daemen College for Graduate Study.

*I understand my right under the U.S. Family Rights and Privacy Act of 1974 to review confidential appraisals placed in my file on or after January 1, 1975 that are submitted with reference to admission to a graduate or other school.*

*I do (    ) do not (    ) waive my right to review this reference report.*

**TO THE APPLICANT:** Complete the above information and send this form and a self-addressed Reference envelope to the individual who will be providing your reference. When you receive the completed form in the SEALED envelope include it with the other application materials you submitted. **DO NOT OPEN THE ENVELOPE WHEN IT HAS BEEN RETURNED TO YOU.**

**TO THE EVALUATOR:** Please complete the information requested on both sides of this form. If you need to use additional sheets of paper, please staple them to this form. Your comments will be held completely confidential, if the applicant has waived his or her rights. Your candid completion of this evaluation is appreciated. Please return this completed form to the applicant in a sealed envelope.

How long and in what capacity have you known the applicant? \_\_\_\_\_

In evaluating this applicant, with what reference group are you making comparisons? \_\_\_\_\_

Keeping in mind your reference group, please evaluate the applicant as fairly as you can in each of the categories below by placing an "X" in the appropriate box beneath the scale at the top:

	Poor	Average	Good	Outstanding	Unable to Judge
Academic Achievement					
Creative Problem Solving					
Maturity					
Leadership Potential					
Initiative					
Oral Communication Skills					
Written Communication Skills					
Ability to Accept Constructive Feedback					
Flexibility					
Empathy					

We are especially interested in your comments regarding this applicant's aptitude for graduate study.

What do you consider to be the applicant's major strengths?

In what area does the applicant need further development?

Recommendation for admission:

- I would strongly recommend.
- I would recommend.
- I would recommend with reservations.
- I would not recommend.

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Evaluator's Signature

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Date

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Evaluator's Name (Type or Print)

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Evaluator's Position or Title

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Evaluator's Employer

( )  
Evaluator's Telephone Number