



Applicant Instructions

You will need to print three copies of this form (one for each of the three evaluators who will recommend you to the program).

Please complete the information requested below and give this 2-page form to an appropriate person who is familiar with your educational background & abilities.

Type or print Full Name of Applicant Applying for Admission Graduate Award Department Degree Objective

Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, registered students are given the right to inspect their records, including letters of recommendation.

I expressly waive any rights I might have to access this recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation or policy.

Date Applicant Signature

Evaluator Instructions

As required by the Family Educational Rights and Privacy Act of 1974, a student may either elect to waive or not to waive the privilege of viewing this recommendation form.

- 1. Please fill out the information on the next page for your recommendation.
2. Mail completed pages 1 and 2 to: College of Business ATTN: Pam Speer Department of Management Box 30001, MSC 3DJ New Mexico State University Las Cruces, NM 88003-8001 USA Physical address For UPS, FedEx, etc.: Business Complex Room 220 1320 East University Ave. Phone: 575.646.1201



1. Please assess the candidate's qualifications and promise as a graduate student. Of interest are your estimates of the applicant's intellectual ability and originality; motivation and capacity for independent study, creative research and/or acquiring professional skills; promise for a career in productive scholarship and effective teaching; quality of any professional accomplishments to date; and your judgment of his/her character and personality. (Continue on additional sheet if necessary.)

2. Please use a checkmark to rate the applicant on the qualities listed below. Please add comments you think would be helpful. Use as your standard of comparison other graduate students in this field at your institution.

Table with 8 columns: Qualities (Intellectual ability, Academic preparation, Independence of thought, Judgment & maturity, Motivation, Effectiveness of oral communication, Effectiveness of written communication) and 7 rating categories (Upper 1-2%, Upper 5%, Upper 10%, Upper 25%, Upper 50%, Below 50%, No basis for judgment).

3. Applicant's potential as a graduate teaching assistant or research fellow (check one)

- Exceptional Superior High Adequate Low

4. Overall, I (please check one selection below) this applicant for graduate admission.

- Strongly recommend Recommend Recommend with reservations Do not recommend

Evaluator Signature _____ Date _____

Name _____ Title _____

Institution and Address _____