General Recommendation Form for Graduate Admission

The Graduate School

1500 North Patterson Street
Valdosta, Georgia 31698
Phone: 229.333.5694 ◆ Toll-free: 800.618.1878 option 5 ◆ Fax: 229.245.3853
www.valdosta.edu/gradschool ◆ gradschool@valdosta.edu

Recommendations may be submitted through the application system (please include the name and email of your recommenders when the application requests that information), but this form may be used as a back-up. Please read all instructions carefully.

INSTRUCTIONS:

Applicant: Complete Part A (box below). Include your signature and submit the form to your recommender.

Recommender: Complete Parts B and C of this form. Please return this recommendation form with letter attached. Recommendations may be emailed to gradschool@valdosta.edu, sent to the applicant for mailing with other application materials, or directly to the VSU Graduate School:

The Graduate School, Valdosta State University, 1500 North Patterson Street, Valdosta, GA 31698-0005.

PART A: TO BE COMPLETED AND SIGNED BY THE APPLICANT

Please type or print clearly:

LAST NAME | FIRST NAME | MIDDLE NAME | OTHER NAMES

STREET ADDRESS | APT/SUITE | CITY | STATE | ZIP CODE

DATE OF BIRTH | PHONE NUMBER

TERM APPLYING FOR:

SEMESTER/YEAR (e.g., Fall/2020)

DEGREE/MAJOR SOUGHT:

DEGREE-MAJOR (e.g., MPA or MS in Criminal Justice)

Public Law 93-380, Family Education Rights and Privacy Act of 1974, grants students the right to have access to recommendations in their placement files, unless the right to such access has been waived by the statement below. Recommendation letters received by the Graduate School without the signature of the applicant will be considered as confidential and access waived.

I hereby ☐ Waive ☐ Do not waive my right to see this recommendation.

SIGNATURE OF APPLICANT | DATE

PART B: SUMMARY EVALUATION—TO BE COMPLETED BY RECOMMENDER

Based on your knowledge of the applicant, please rate the applicant's promise as a graduate student (in comparison to his or her peers) on the following criteria:

	Below Average	Average	Above Average	Top 10%	Inadequate Opportunity to Observe
Research Aptitude	☐	☐	☐	☐	☐
Intellectual Ability	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐
Creativity and imagination	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐
Self-confidence	☐	☐	☐	☐	☐
Communication skills - Oral	☐	☐	☐	☐	☐
Communication skills - Written	☐	☐	☐	☐	☐
Analytic Ability	☐	☐	☐	☐	☐
Motivation	☐	☐	☐	☐	☐
Potential in Career Field	☐	☐	☐	☐	☐

Please indicate the strength of your overall endorsement of the applicant for graduate work:

☐ Highly Recommend ☐ Recommend ☐ Recommend with Some Reservations

☐ Do not recommend ☐ Unable to Observe

Relationship to applicant (e.g., instructor, professor, supervisor): _____

_____

How many years have you known the applicant? _____

_____

NAME (Please type or print for processing accuracy)

_____

EMPLOYER TITLE

_____

ADDRESS

_____

SIGNATURE

PART C: WRITTEN ASSESSMENT—TO BE COMPLETED BY RECOMMENDER

In addition to the specific ratings above, please attach a written assessment of the applicant's scholarship, personality, character, and professional promise. Please include an assessment of strengths and weaknesses.

Submit completed form and attached letter to:
gradschool@valdosta.edu
or
The Graduate School
Valdosta State University
1500 N. Patterson Street
Valdosta, GA 31698-0005