

RECOMMENDATION FOR GRADUATE STUDY

Western Carolina University
 Graduate School and Research
 110 Cordelia Camp Building, Cullowhee, NC 28723
 Voice: 828-227-7398; Fax: 828-227-7480



Applicant: Submission of online recommendations via ApplyYourself is preferred. Submission of hard copies of letters of recommendation may delay processing of your application.

For hard-copy submission

- complete sections 1-6
- forward this form, along with a pre-addressed (see address above) stamped envelope, to the person who is recommending you for graduate study.
- Recommender should sign across the seal of the envelope and return the recommendation to the Graduate School.

Hard copy recommendations take 2-4 weeks to process. Recommendations submitted online are available in ApplyYourself immediately upon submission.

1. Name:	Last	First	Middle	DOB
2. Present Address:	Street Address/ PO Box			City
	County	State	Country	Zip Code
3. Telephone:	Home	Work	Cell:	
4. E-Mail				
5. Degree Sought:	Degree		Program	

6. The Family Educational Rights and Privacy Act of 1974 provides you with access to any letters of recommendation written about you, but the Graduate School believes that letters submitted in confidence carry greater weight and suggests that you waive your rights of access to this letter of recommendation.

I hereby waive do not waive my right of access to this letter of recommendation

Signature

Date

To the person completing this recommendation: You are requested to complete this form and return it to the Graduate School in a sealed envelope with your signature across the seal of the envelope. No admissions decision will be made until this form is received.

Name:	
Employer:	Organization's Name/Your Position
	Address

How long have you known the applicant? In what capacity?

Please evaluate the applicant by placing a check in the column that represents your opinion.

	Superior Top 10%	Above Average Top 25%	Average	Below Average	Inadequate Opportunity to Observe
Intellectual Ability					
Self-reliance/ Independent thinking					
Motivation					
Professional Interest					
Oral Communication					
Written Communication					
Ability to Meet Deadlines					

Recommended for graduate study? Strongly recommend Recommend Recommend with reservation Do not recommend

Please provide additional comments that might assist in making a decision about this applicant's admission (you may attach a document as well).

Signature

Date