



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

Letters of recommendation may be submitted as attached documents; however, letters of recommendation received without the completed form will not fulfill the recommendation requirements for admission review. Read all instructions carefully. This form is required for the following programs:

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| Doctor of Education (Ed.D.) | Master of Library & Information Science (M.L.I.S.) | Master of Science (M.S.) in Psychology (Industrial/Organizational) |
| Doctor of Public Administration (D.P.A.) | Master of Music Education (M.M. Ed.) | Master of Science (M.S.) in Sociology |
| Education Specialist (Ed.S.) in Teaching & Learning (on-campus and GOML track) | Master of Music Performance (M.M.P) | |
| Education Specialist (Ed.S.) in School Counseling | Master of Public Administration (M.P.A) | |
| Education Specialist (Ed.S.) in School Psychology | Master of Science (M.S.) in Biology | |
| Master of Arts (M.A.) in English | Master of Science (M.S.) in Criminal Justice | |
| Master of Arts (M.A.) in History | Master of Science in Nursing (M.S.N.) | |
| Master of Education (M.Ed.) in School Counseling | Master of Science (M.S.) in Psychology (Clinical Counseling) | |

INSTRUCTIONS:

Applicant: Complete Part A (box below). Include your signature and submit the form to your recommender. Be sure to include a stamped, self-addressed envelope for your recommender to use for submission.

Recommender: Complete Parts B and C of this form. Please return this recommendation form with letter attached, in an envelope signed across the seal. Sealed recommendations may be 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	
VSU STUDENT ID NUMBER OR LAST 6 DIGITS OF SOCIAL SECURITY NUMBER				DATE OF BIRTH			PHONE NUMBER		
TERM APPLYING FOR: _____ SEMESTER/YEAR (e.g., Fall/2010)				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:
 The Graduate School
 Valdosta State University
 1500 N. Patterson Street
 Valdosta, GA 31698-0005