

# SEAS The School of Engineering and Applied Science at Columbia University

## Recommendation Form

### TO THE APPLICANT:

Please provide the information requested in the space below. Then give this form, with one of the enclosed return envelopes, to someone who is in a position to comment on your qualifications for advanced study and research potential.

Applicant's name: \_\_\_\_\_ last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

Social Security number \_\_\_\_\_ Degree/Program code \_\_\_\_\_ Term \_\_\_\_\_

Name of person providing recommendation \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Length of acquaintance \_\_\_\_\_

Under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which gives registered students the right to inspect and review their educational records, students may waive their right to see specific confidential statements and letters of evaluation. In the belief that applicants, and the persons from whom they request evaluations, may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

(1) I waive my right to examine this letter.

(2) I do not waive my right to examine this letter.

\_\_\_\_\_  
(signature/date)

\_\_\_\_\_  
(signature/date)

### TO THE RECOMMENDER:

Please rank the applicant indicated above in the following areas. Note the scale is nonlinear. Feel free to indicate "Uncertain" if you can not comment.

	Top 1%	Top 5%	Top 10%	Top 20%	Top 50%	Below 50%	Uncertain
Overall Intellectual Ability							
Analytical Ability							
Clarity of Goals for Graduate Study							
Overall Potential for Graduate Study							
Oral Expression in English							
Written Expression in English							
Ability to Work Independently							
Ability to Work With Others							
Research Potential							
Motivation							

1. How long and in what capacity have you known the applicant? \_\_\_\_\_
2. To your knowledge, has the applicant conducted himself or herself in a responsible manner? \_\_\_\_\_
3. Has the applicant acquired the necessary skills for successful study at Columbia? \_\_\_\_\_
4. Is there any reason you would not recommend the applicant for admission with regard to character? \_\_\_\_\_
5. Any additional comments (please use the space provided below or attach an additional letter to this form):

**6. I recommend this applicant for admission as follows:**

- Not recommended       Unenthusiastically       Fairly strongly       Strongly       Enthusiastically, without reservation

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
University or Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date