

GRADUATE SCHOOL, 516 High Street, Bellingham, WA 98225-9037  
360-650-3170, email: [gradschool@wwu.edu](mailto:gradschool@wwu.edu); web: <http://www.wwu.edu/gradschool>  
Western Washington University is an AA/EO Institution

## REFERENCE FORM

### APPLICANT Information & Instructions

Applicant's Name \_\_\_\_\_  
Last Name First Name Middle

Program \_\_\_\_\_ Application Term \_\_\_\_\_

#### I wish this reference to be (please check one):

- CONFIDENTIAL (Letters may not be viewed or copied by the applicant or forwarded to third parties. I WAIVE any future right I may have to review them under the Family Educational Records and Privacy Act (FERPA), 20 U.S.C.1232g, 53 C.F.R. 99.12, or any law of the state of Washington.)
- OPEN (Letters may be viewed by the applicant but not copied or forwarded to third parties unless requested pursuant to Washington Public Records Disclosure Law, Chapter 42.17 RCW.)

*All letters submitted to the Graduate School will be used only for graduate admission and graduate assistantship selection purposes.*

- I authorize the submission of this reference in support of my Graduate School application.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_ Email Address \_\_\_\_\_

### REFEREE Information & Instructions

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email Address \_\_\_\_\_

- I submit this reference in support of the Graduate School application of \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide your comments concerning the candidate's potential for success in our master's program.

- You may choose to submit a letter of reference in addition to, or in lieu of, completing page 2 of this form.
- Please mail this form and/or a narrative letter directly to the Graduate School address above.

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Applicant's Name \_\_\_\_\_ Referee's Name \_\_\_\_\_

1. Please rate the applicant on each of the characteristics listed below on a scale of **poor/low to excellent/high**. Leave the response blank if you have no basis for evaluation.

	Poor	Fair	Good	Very Good	Excellent
Initiative and Resourcefulness					
Motivation and Perseverance					
Dependability					
Maturity (self-confidence, acceptance of constructive criticism)					
Ability to work with others					
Intelligence					
Academic ability					
Breadth of general knowledge					
Written communication					
Oral communication					
Research potential					
Other (please identify)					
Potential effectiveness as a teaching assistant					

2. Would you accept this applicant as a graduate student working under your supervision?

Yes     No

3. How long and in what capacity have you known the student?

4. If the applicant has special qualifications that are not identified above, please comment.

5. Please comment on the student's strengths and weaknesses.

6. How would you rate the applicant's academic performance among her/his peers?

- upper 10%  
 upper 25%  
 upper 50%  
 lower 50%, but recommended  
 lower 50%, **not** recommended