



GRADUATE BUSINESS PROGRAMS
Boler School of Business
RECOMMENDATION LETTER COVER SHEET

John Carroll University thanks you for taking the time to assist in the process of evaluating this applicant for admission to a graduate business program. Recommendations that supply relevant information about an applicant not disclosed by college transcripts, test scores, and scholastic evaluations are most helpful. Please type or print all information requested on this form. Letters and cover sheets must come directly from the recommender.

TO BE COMPLETED BY THE APPLICANT

Name: _____
Last First Middle Initial

Social Security Number: - -

E-mail: _____ Phone: _____ Graduate Program: _____

Important-Confidentiality: Federal law enables you to have access to this recommendation in the future. An applicant may waive this right but cannot be required to do so by a school or person. If, in spite of the existence of this federal law, you wish to waive your right of access in expectation that it may produce a more candid evaluation, please check statement A below. If you choose not to waive your right of access to this information, please check statement B below.

- A. I waive my right of access to this recommendation and authorize the author of this recommendation to provide an evaluation of me to John Carroll University.
- B. I do not waive my right of access to this recommendation, but authorize the author of this recommendation to provide an evaluation of me to John Carroll University.

Signature _____

Date _____

TO BE COMPLETED BY THE RECOMMENDER

Name and Title: _____

Address: _____

E-mail: _____ Business Phone: _____ Home Phone: _____

How long have you known the applicant? Less than 1 year 1-2 yrs. 2-3 yrs. 3-5 yrs. More than 5 yrs.

Signature _____

Date _____

Please attach a letter of recommendation, preferably on letterhead. Describe in some detail your judgment of the applicant's ability to undertake and succeed in graduate studies. Please include the capacity in which you have known the applicant and any other pertinent details that would help us assess the candidate's potential as a graduate student.

RETURN THIS FORM AND YOUR RECOMMENDATION LETTER TO THE ADDRESS BELOW:

Graduate Business Programs ■ Boler School of Business ■ John Carroll University ■ 20700 North Park Blvd. ■ University Hts., OH 44118 ■ (216) 397- 1970