GRADUATE STUDIES
RECOMMENDATION FOR GRADUATE ASSISTANTSHIP

John Carroll University thanks you for taking the time to assist in the process of evaluating this applicant for a Graduate Assistantship. 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 and place it along with the letter or recommendation in a sealed envelope, signed across the seal and return it to the applicant.

TO BE COMPLETED BY THE APPLICANT

Name: _____
Last First Middle

Department(s) or program(s) to which you are applying for an assistantship: _____

Graduate program to which you are applying: _____

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 Social Security Number Date

TO BE COMPLETED BY THE RECOMMENDER

Name and Title: _____

Address: _____

_____

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

Among the students I have taught or worked with in recent years, I rate the applicant's academic performance as:
❑ Lowest 50% ❑ Next highest 35% ❑ Next highest 10% ❑ Top 5%

Please check one of the following: ❑ I highly recommend ❑ I recommend ❑ I recommend with reservation

_____
Signature Date

Please attach a letter of recommendation, preferably on letterhead. Include the length of time and the capacity in which you have known the applicant. Describe in some detail your judgment of the applicant in terms of versatility, ability to make sound judgments, particular strengths and weaknesses, and any other characteristics you deem pertinent. Please describe the applicant's potential as a graduate student and as a graduate assistant.

RETURN THIS FORM AND RECOMMENDATION
LETTER TO THE ADDRESS BELOW BY MARCH 1