Kean University
Nathan Weiss Graduate College
Letter of Recommendation Form

To the Applicant:

In accordance with the Family Education Rights and Privacy Act of 1974, a candidate for admission to the Nathan Weiss Graduate College may waive his or her right to inspect this statement of recommendation upon admission and enrollment. Such a recommendation will be used only for the purpose of application for admission and for the Graduate Assistantship Program. A candidate is not required to execute a waiver as a condition for admission.

I (print your name)_____

Waive my right _____ Do not waive my right _____ waive my right to inspect or review the recommendation for admission to the graduate program.

_____	_____	_____	_____
Signature	Date	SS#	Program of Application

To the Recommender:

The applicant named above is applying for admission to the Nathan Weiss Graduate College at Kean University. We would appreciate your assessment of the applicant to aid us in the review process.

1. How long have you known the applicant? _____ How well do you know the applicant? Very well _____ Moderately well _____ Slightly _____
2. What has been your relationship to the applicant? (check as many as apply) Undergraduate faculty _____ Graduate faculty _____ Program advisor _____

   Supervisor _____ Professional colleague _____ Other (please specify) _____
3. **Please attach a type-written narrative recommendation letter on professional letterhead. Your letter should appraise the applicant's qualifications, aptitude and potential for success in graduate education and in a subsequent related profession. Please be as specific as possible in stating the basis for your judgment and include an indication of what you see as the applicant's major strengths and weaknesses.**
4. In the following section, please describe the applicant's performance in relation to others who you have known at a comparable stage of development. Next to each characteristic, please check the column that best describes the applicant.

Characteristic	Outstanding	Above Average	Average	Below Average	Not able to judge
Communication skills					
Writing skills					
Academic performance					
Professional performance					
Maturity					
Leadership					
Responsibility					
Potential					

Name of Recommender _____ Title _____

Email Address _____ Phone Number _____

_____

Signature Date

Thank you!!

Please include this completed form with the attached type-written narrative recommendation in a sealed envelope, with your signature across the seal of the envelope. The sealed envelope may be given to the applicant for inclusion with their supporting materials for admission or it can be sent directly to:

Office of Graduate Admissions • Kean University • 1000 Morris Avenue • Union, New Jersey 07083