



Graduate School

Reference Report for Graduate Study

TO THE APPLICANT: Complete Section 1 below and forward this form to the individual who will provide a reference. Please advise the evaluator to send the completed report directly to the department to which you are applying. Upon receipt, the reference becomes the property of Temple University and will not be returned. In addition, Temple University reserves the right to verify all reports with the evaluator.

TO THE EVALUATOR: Complete Section 2. Return the report directly to Temple University at the address provided by the applicant in Section 1. If you need to use additional sheets of paper, please staple them to this form. Your candid completion of this form is greatly appreciated. Be assured that this report is completely confidential and will not be shared with the applicant, provided they have waived their rights to review this report.

SECTION 1 (to be completed by applicant):

Name of Applicant _____ Social Security Number (last 4 digits ONLY) – _____

Current Address _____

NUMBER & STREET

APARTMENT/UNIT

CITY

STATE

ZIP CODE

COUNTRY

Applying for the _____ (degree) in _____ (program).

Address for Submission of this Completed Report _____

SCHOOL/COLLEGE/PROGRAM

PA

BUILDING

NUMBER & STREET

CITY

STATE

ZIP CODE

ALL APPLICANTS MUST READ AND SIGN THIS AUTHORIZATION FOR WAIVER*:

I understand my right under the U.S. Family Educational Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admission to a graduate or other school.

I do do not waive my right to review this reference report.

Applicant's Signature _____ Date _____

** Agreeing to waive your right to review this reference report is not required as a condition of admission to Temple University for graduate study.*

SECTION 2 (to be completed by evaluator):

Name of Evaluator _____

How long have you known the applicant? _____ In what capacity? _____

With whom are you comparing this applicant for this evaluation?

Graduate students with comparable training/experience Colleagues in the workplace Other _____

Please evaluate the applicant, in comparison with the group identified above, as fairly as you can on each of the characteristics listed below:

Characteristic	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to Judge
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity/Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to People and Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Constructive Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Each Reference Report is two pages in length. ✂
Evaluator, please ensure that you have completed both pages of this form.*

SECTION 2 (continued):

Please tailor your comments to the applicant's aptitude for graduate study.

What do you consider to be the applicant's major strengths?

In what area(s) does the applicant need further development?

Summary Evaluation:

- I **strongly recommend** this applicant for admission and believe that they have the capability to perform at a superior level.
- I **recommend** this applicant for admission and believe their performance will be comparable to that of most graduate students.
- I believe that this applicant's qualifications are **marginal**, but they have potential and would benefit from study in your program.
- I **do not** recommend this applicant for admission to your graduate program.

Evaluator's Signature _____ **Date** _____

Please complete the following contact information:

Name _____ Position _____ Highest Degree Earned _____

School/Company _____

Address _____

NUMBER & STREET

CITY

STATE

ZIP CODE

COUNTRY

Telephone _____ Email _____