

Plymouth  
State  
University  
College  
of Graduate  
Studies

APPLICATION  
MATERIALS

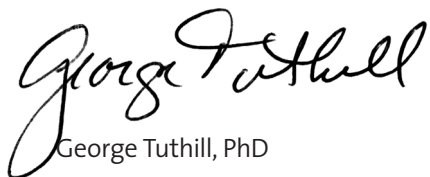
Dear Candidate,

Plymouth State University welcomes your application to the College of Graduate Studies. The graduate programs promote a rich learning environment where dedicated and engaged faculty members will prepare you to achieve your personal and professional goals. As a graduate student, you are considered a vital member of PSU's collaborative learning community.

The College of Graduate Studies offers Master of Arts in Teaching (MAT), Master of Business Administration (MBA), Master of Education (MEd) and Master of Science (MS) degrees; the Certificate of Advanced Graduate Studies (CAGS); the Doctor of Education (EdD) degree; educator and professional certification programs; and opportunities for doctoral studies with partner institutions. Classes are held throughout New Hampshire, including Bedford, Concord, Conway, Keene, Lebanon, Plymouth, Portsmouth, Waterville Valley, as well as online.

Plymouth State University has been recognized as one of the "Best in the Northeast" by *The Princeton Review*, has been listed as "one of the top 50 regional programs" by *Entrepreneur* magazine, and is accredited by national, regional, and state agencies.

We look forward to receiving your application materials. Please contact the College of Graduate Studies if you have any questions or concerns about the application process.



George Tuthill, PhD

Interim Associate Vice President

## Application Materials

In addition to possessing a baccalaureate degree from an accredited four-year institution, graduate applicants must meet the appropriate academic department criteria to be eligible for admissions consideration. Please refer to the relevant program descriptions available at [plymouth.edu/graduate](http://plymouth.edu/graduate). To apply for study in the graduate program, applicants are required to submit all of the items below:

- A completed, signed, and dated application for admission. Note: EdD candidates must submit the online application.
- Official transcripts that verify that a baccalaureate degree was completed. In addition, please request transcripts from any other college(s) or universities attended. All transcripts must be sent directly from the institution to the College of Graduate Studies.
- Official score report from the Graduate Record Examination (MS Science programs candidates only). Educator certification candidates who do not already hold a master's degree or are not pursuing a master's degree at PSU must submit passing scores for the Praxis I exam. Test scores are not required for MAT, MBA, MEd, CAGS, or EdD candidates; or applicants who already hold a graduate-level degree.
- A statement of interests and intent. CAGS and EdD applicants must also submit a professional writing sample.
- A professional résumé or curriculum vitae
- Three recommendations from past or present supervisors, professors, or colleagues. Use the recommendation forms provided at the end of this application. All recommendations should be mailed directly to the College of Graduate Studies by the individual providing the recommendation.
- Complete and have notarized the New Hampshire Residency Confirmation Form (Non-NH residents do not need to complete this form).
- A nonrefundable application fee: CAGS and EdD applicants \$100, master's and certification applicants \$75
- Enclose a photocopy of alien registration card, if applicable
- Certain degrees have additional admissions requirements or program prerequisites. Contact the program coordinator for further information.
- Counselor education, CAGS, and EdD candidates must arrange an admissions interview with the respective program counselor. Please call (603) 535-2636 to schedule an interview.

### ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

If you do not possess a permanent visa with an Alien Registration number, you must also submit the following documents:

- Proof of English language proficiency. If you're from a country where English isn't the primary language, you must provide evidence of English proficiency. The University accepts the following methods of proving English language proficiency:
  - TOEFL (Test of English as a Foreign Language) test scores
  - IELTS (International English Language Testing System) scores (IELTS exam not accepted for TESOL applicants)
  - ELS Level 112 scores

- Verification of finances. Documents, including bank statements and other financial documents dated within the past 30 days, that confirm that you have the financial resources to study for a year at Plymouth State, and/or an I-134 Affidavit of Financial Support form must be submitted to the College of Graduate Studies. Applicants must also complete and have notarized the Plymouth State University International Graduate Student Certification of Finances form. Plymouth State will issue a Certificate of Eligibility (I-20) based upon documented evidence that funds exist to cover your expenses for one academic year. Regulations limit the employment of non-immigrant international students and their families; therefore, employment cannot be considered as a means of support while you are enrolled at Plymouth State.
- Passport. A copy of your valid passport must be included in the application materials.
- Educational Documents. Official, notarized transcripts that verify that you've completed a baccalaureate, master's degree, or both were completed, must be translated into English and evaluated for institutional equivalency. There are many companies which provide this service. Two we often recommend to students are: The Center for Educational Documentation, World Education Services.

### COMPLETING AND RETURNING THE APPLICATION

- Complete all sections of this application.
- Type or print legibly in black or blue ink.
- International students must use their international address when responding to permanent legal address.
- Type and submit a 200-500 word statement of interests and intent. In your statement, first explain your motivation for pursuing graduate studies at PSU. Second, indicate your academic area(s) of interest and how your intended program relates to your personal and professional goals. Please place a header on each page with your name and date.
- Include a check or money order made out to Plymouth State University, or provide your credit card information for the application fee.
- Send the completed application and supporting documents to: College of Graduate Studies, MSC 11, Plymouth State University, 17 High Street, Plymouth NH 03264-1595.

All applications for admission become part of Plymouth State University's permanent records and will not be returned. Access to this material is limited under the Family Educational Rights and Privacy Act (FERPA) of 1974. Materials received as part of the application process will not be duplicated for personal use by the applicant nor forwarded to a third party.

# College of Graduate Studies Admissions Application

## BIOGRAPHICAL INFORMATION *(please type or print clearly)*

LAST NAME \_\_\_\_\_ PREVIOUS NAME(S) \_\_\_\_\_ FIRST NAME \_\_\_\_\_ FULL MIDDLE NAME \_\_\_\_\_

PRESENT MAILING ADDRESS: \_\_\_\_\_ STREET ADDRESS OR PO BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PERMANENT LEGAL ADDRESS: \_\_\_\_\_ STREET ADDRESS OR PO BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE NUMBERS WITH AREA CODES: \_\_\_\_\_ HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PERSONAL  \_\_\_\_\_ WORK  \_\_\_\_\_ UNIVERSITY

GENDER:  FEMALE  MALE

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH (MM/DD/YYYY): \_\_\_\_\_ COUNTRY OF CITIZENSHIP: \_\_\_\_\_

ETHNICITY AND RACE: Are you Hispanic/Latino?  Yes  No  
 ALSO, SELECT ONE OR MORE TO INDICATE YOUR RACE:  American Indian or Alaskan Native  Black or African American  
 Asian  Native Hawaiian or other Pacific Islander  White

*Please be sure to indicate the concentration code for the graduate program you wish to pursue.*

Program(s) you wish to pursue:  MAT  MBA  MEd  MS  Educator Certification only  CAGS

\* Candidates for the EdD must complete the online application.

Desired major and concentration code(s) (See list on page 7): \_\_\_\_\_

Year in which you plan to enroll: \_\_\_\_\_ Enrollment term (check one):  Summer  Fall  Winter  Spring

Have you attended or are you currently registered at PSU?  No  Yes (provide last term enrolled): \_\_\_\_\_

Are you currently enrolled in a program at PSU?  No  Yes (specify program): \_\_\_\_\_

Have you previously sought admission to a PSU graduate program?  No  Yes (specify program and year): \_\_\_\_\_

Check to allow the College of Graduate Studies to view your PSU transcript.

## ACADEMIC HISTORY

Please list, in chronological order, every institution of higher education you have attended, including dates of attendance and degrees or certifications earned. Also include any institution you have attended as a non-degree-seeking student. If necessary, use an additional sheet, noting your name and social security number. Official transcripts from each institution with the exception of PSU must be sent to: Plymouth State University, College of Graduate Studies, MSC 11, 17 High St., Plymouth NH 03264-1595.

Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Minor: \_\_\_\_\_ Date awarded: \_\_\_\_\_

Certificate: \_\_\_\_\_

Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Minor: \_\_\_\_\_ Date awarded: \_\_\_\_\_

Certificate: \_\_\_\_\_

### OFFICE USE ONLY

APPLICATION FEE RECEIVED PAYMENT METHOD \_\_\_\_\_ AMOUNT \_\_\_\_\_ CHECK# \_\_\_\_\_

BANNER STUDENT ID NUMBER \_\_\_\_\_

## ACADEMIC HISTORY, CONTINUED

List any other undergraduate or graduate-level courses in which you are currently enrolled (if none, state N/A):

Institution: \_\_\_\_\_ Location: \_\_\_\_\_  
Degree: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Minor: \_\_\_\_\_ Credits (if any): \_\_\_\_\_  
Certificate: \_\_\_\_\_

Institution: \_\_\_\_\_ Location: \_\_\_\_\_  
Degree: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Minor: \_\_\_\_\_ Credits (if any): \_\_\_\_\_  
Certificate: \_\_\_\_\_

Have you taken any tests? When? Official test scores\* must arrive directly from the testing service.

GRE (date) \_\_\_\_\_  TOEFL (date) \_\_\_\_\_  PRAXIS I (date) \_\_\_\_\_  
 PRAXIS II (date) \_\_\_\_\_  Other test (specify): \_\_\_\_\_ Date: \_\_\_\_\_

\* Test scores are not required for MAT, MBA, MEd, MS in Athletic Training, CAGS, or EDD candidates. Applicants who already hold a graduate-level degree do not need to submit graduate admissions test scores.

## References

List the names of the three individuals (colleagues, supervisors, instructors) you have asked to forward official recommendation forms in support of your application:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Residency Information

For the purpose of assessing tuition and fees, each student shall be classified as a New Hampshire resident or a Non-New Hampshire resident. A person shall be classified as a New Hampshire resident if she or he has resided in the state of New Hampshire for purposes other than attending an educational institution for 12 months immediately preceding the student's entry or re-entry. Physical presence for this entire 12-month period need not be required as long as the conduct of the individual, taken in total, manifests an intention to make New Hampshire the permanent dwelling place. Reside, residency, or resident shall refer to domicile, i.e., a person's true, fixed and permanent home, or place of habitation, where she or he intends to remain permanently.

Proof of residency will be decided based on all facts submitted with qualitative rather than quantitative emphasis. The burden of proof rests on the student seeking classification as a New Hampshire resident. Any student who previously attended Plymouth State University, paid out-of-state tuition, and now claims New Hampshire residency should contact the College of Graduate Studies to have resident status verified prior to registering for any coursework.

Misrepresentation in, or omission of, any evidence submitted with respect to any fact which if correctly or completely stated would be grounds to deny classification as a New Hampshire resident, shall be cause for exclusion or expulsion from, or other disciplinary action by, Plymouth State University.

**Please note:** All New Hampshire residents must complete and have notarized the New Hampshire Residency Confirmation Form.

## Additional Information

---

- How did you first hear about Plymouth State University's College of Graduate Studies?
  - Friend
  - Co-worker
  - Word of mouth
  - Newspaper Ad (please specify): \_\_\_\_\_
  - Magazine Ad (please specify): \_\_\_\_\_
  - Internet Search (please specify site): \_\_\_\_\_
  - Conference/Workshop (please specify): \_\_\_\_\_
  - Radio/Television Ad (please specify): \_\_\_\_\_
  - Other (please specify): \_\_\_\_\_
- Are you eligible for Veteran's Benefits?  Yes  No Contact the Registrar at (603) 535-2345 for more information regarding this benefit.
- If you are student with disabilities, you may wish to provide additional information.  
\_\_\_\_\_
- Are you applying for admission to other graduate schools? (please specify):  
\_\_\_\_\_
- A limited number of scholarships are available to qualified full-time admitted graduate students. In addition, several full- and part-time assistantships and research assistantships are awarded each year. The deadline to submit most scholarship or assistantship applications to the College of Graduate Studies is April 1 for the following academic year. Visit [plymouth.edu/graduate/admissions/financial-aid/](http://plymouth.edu/graduate/admissions/financial-aid/) or contact the College of Graduate Studies for additional information.
- Alternative financial aid options are available in the form of loans, scholarships, part-time work programs, or residence director positions. For information regarding these opportunities contact the Financial Aid Office at (603) 535-2338.
- Housing: apartments, residence hall rooms, and dining facilities are available. For further information and a housing application, contact the Residential Life Office at (603) 535-2260.

## Signature

---

*Applications will not be processed unless complete.*

I certify that the biographical, academic history, and residency information given in this application is complete and accurate, and that I have not attended any institution other than those listed. I understand that making false or fraudulent statements on this application, in my statement of interests and intent, on the New Hampshire Residency Certification Form, or on my résumé could result in denial of admission, disciplinary action, and invalidation of credits or degrees earned. Should there be any change in the substance of the information I have given here, I will immediately notify the College of Graduate Studies.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Information

---

- Enclosed is my check for \$ \_\_\_\_\_ (Payable to PSU). Checks returned from bank will be assessed a fee.

### Credit Card Information

- American Express  Discover  MasterCard  Visa

Account Number: \_\_\_\_\_ Exp. \_\_\_\_\_ CVV2 Code \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Charge \$ \_\_\_\_\_ to my credit card.

**Application, payment, and all other required materials should be sent to:**

College of Graduate Studies, MSC 11  
Plymouth State University  
17 High Street  
Plymouth NH 03264-1595

## Available Degrees, Majors, and Concentrations Code List

---

### MASTER OF ARTS IN TEACHING

#### Art Education (ARTK)

K–12 Art Educator certification (AEDK)

Self-Designed (SEDE)

#### Science Education (SCTE)

5–9 General Science Education certification (GNSK)

7–12 Biology Education certification (BIOC)

Self-Designed (SEDE)

### MASTER OF BUSINESS ADMINISTRATION

#### General Management (GEMG)

### MASTER OF EDUCATION

#### Counselor Education (COUE)

K–12 School Counselor certification (SCCZ)

Mental Health (MENH)

K–12 School Psychologist certification (PSYK)

Self-Designed (SEDE)

#### Educational Leadership (EDUC)

Athletic Administration (ATAD)

K–12 School Principal certification (SCHP)

K–12 Special Education Administrator certification (SPEM)

Self-Designed (SEDE)

#### Elementary Education (ELED)

Integrated Arts (INTA)

K–8 Elementary Education certification (ELEE)

Self-Designed (SEDE)

#### English Education (ENED)

5–12 English Education certification (ENEC)

Self-Designed (SEDE)

Teaching of Writing (TEAW)

#### Health Education (HELN)

Health Promotion (HEPR)

K–12 School Health Education certification (SCHT)

Self-Designed (SEDE)

#### Heritage Studies (HEST)

5–12 Social Studies Education certification (SSTT)

Historic Preservation (HIPR)

Self-Designed (SEDE)

#### K–12 Education (K12E)

5th Year K–12 General Special Education certification (GESZ)

Computer Technology Specialist (COSP)

K–12 Computer Technology Educator certification (COMZ)

K–12 French Education certification (FREK)

K–12 General Special Education certification (GESZ)

K–12 Library Media Specialist certification (LMSK)

K–12 Physical Education certification (PHEK)

K–12 Spanish Education certification (SPAK)

K–12 Teaching English to Speakers of Other Languages certification (ESLK)

Neurodevelopmental Approach to Teaching (NDAT)

Self-Designed (SEDE)

#### Mathematics Education (MATN)

5–8 Mathematics Education certification (MAT5)

7–12 Mathematics Education certification (MAT7)

Self-Designed (SEDE)

#### Music Education (MUED)

Instrumental Music (INMU)

Self-Designed (SEDE)

#### Reading and Writing (REAW)

K–12 Reading and Writing Specialist certification (KRWS)

Self-Designed (SEDE)

#### Secondary Education (SEYE)

Integrated Arts (INTA)

Self-Designed (SEDE)

### MASTER OF SCIENCE

#### Applied Meteorology (APME)

#### Athletic Training (ATTR)

Entry Level (ATEL)

Higher Education (ATHE)

Sports Medicine (ATSM)

#### Biology (BIOL)

#### Environmental Science and Policy (ENSP)

#### Science Education (SCED)

5–9 General Science Education certification (GNSK)

7–12 Biology Education certification (BIOC)

### CERTIFICATE OF ADVANCED GRADUATE STUDIES

#### Educational Leadership (EDUC)

Administration and Curriculum/Assessment (ADMC)

Arts, Leadership, and Learning (ARTL)

Counselor Education (COUE)

Doctoral Partnership with Argosy University (DOCT)

Doctoral Partnership with Franklin Pierce University (SEDE)

K–12 Curriculum Administrator (CADM)

K–12 Reading and Writing Specialist certification (KRWS)

K–12 School Principal certification (SCHP)

K–12 School Psychologist certification (PSYK)

K–12 School Superintendent certification (SUPC)

K–12 Special Education Administration certification (SPEM)

Mental Health (MENH)

Neurodevelopmental Approach to Teaching (NDAT)

Self-Designed (SEDE)

### DOCTOR OF EDUCATION

#### Learning, Leadership, and Community (DLLC)

### EDUCATOR CERTIFICATION

5–8 Mathematics Education certification (MTH5)

5–9 General Science Education certification (GNSK)

5–12 English Education certification (ENEC)

5–12 Social Studies Education certification (SSTT)

7–12 Biology Education certification (BIOC)

7–12 Mathematics Education certification (MTH7)

K–8 Elementary Education certification (ELEE)

K–12 Art Education certification (ARTK)

K–12 Computer Technology Educator certification (COMZ)

K–12 French Education certification (FREK)

K–12 General Special Education certification (GESZ)

K–12 Health Education certification (SCHT)

K–12 Library Media Specialist certification (LMSK)

K–12 Physical Education certification (PHEK)

K–12 Spanish Education certification (SPAK)

K–12 Teaching English to Speakers of Other Languages certification (ESLK)

### SPECIALIST CREDENTIAL/ENDORSEMENT

K–12 Curriculum Administrator (CADM)

K–12 Reading and Writing Specialist (ZSCT)

K–12 School Counselor (SCCZ)

K–12 School Principal (ZSPK)

K–12 School Psychologist (PSYK)

K–12 Special Education Administration (SPDA)

K–12 Superintendent of Schools (SUPC)

# Applicant Recommendation

## TO BE COMPLETED BY APPLICANT

Applicant: \_\_\_\_\_ Proposed Program of Study: \_\_\_\_\_

**Waiver of Right of Access to Letter of Recommendation (optional):** The Family Educational Rights and Privacy Act of 1974, PL 93-380 (commonly known as the “Buckley Amendment”) allows a candidate for admission to waive her or his right of access to confidential letters or statements written on her or his behalf if the recommendation is used solely for the purpose of admission, and if the candidate, upon request, is notified of the names of all persons making such recommendations on her or his behalf.

I hereby waive my right to access this recommendation and appropriate attachments written by the above Recommender on behalf of my application or prospective application for admission. This waiver is effective only insofar as the recommendation is used solely for the purposes stated above.

**Do not sign here unless you wish to waive your right to read this recommendation.**

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

**Please return this form to:**  
**College of Graduate Studies, MSC 11**  
**Plymouth State University**  
**17 High Street**  
**Plymouth NH 03264-1595**

## TO BE COMPLETED BY RECOMMENDER

You have been asked to complete a recommendation for the applicant named above.

Name of Recommender: \_\_\_\_\_ Date: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Nature of Relationship:  Supervisor  Instructor  Colleague  Other: \_\_\_\_\_

Please provide a reference statement in the space below that addresses the applicant’s capacity for graduate study. Specific examples are useful to the admissions review board. If you need additional space, please attach a second sheet of paper.

Please check the appropriate rating for each characteristic as follows:  
 A=Superior; B=Above Average; C=Average; D=Below Average; U=Unable to Evaluate

	A	B	C	D	U		A	B	C	D	U		A	B	C	D	U
1. Oral communication skills						7. Motivation and enthusiasm						13. Goal achievement					
2. Written communication skills						8. Imagination						14. Self-direction					
3. Judgment						9. Ability to work in a group						15. Dependability					
4. Initiative						10. Interpersonal skills						16. Knowledge/experience in the field					
5. Leadership ability						11. Self-knowledge						17. Overall potential					
6. Willingness to accept responsibility						12. Respect for others											

# Applicant Recommendation

**TO BE COMPLETED BY APPLICANT**

Applicant: \_\_\_\_\_ Proposed Program of Study: \_\_\_\_\_

**Waiver of Right of Access to Letter of Recommendation (optional):** The Family Educational Rights and Privacy Act of 1974, PL 93-380 (commonly known as the “Buckley Amendment”) allows a candidate for admission to waive her or his right of access to confidential letters or statements written on her or his behalf if the recommendation is used solely for the purpose of admission, and if the candidate, upon request, is notified of the names of all persons making such recommendations on her or his behalf.

I hereby waive my right to access this recommendation and appropriate attachments written by the above Recommender on behalf of my application or prospective application for admission. This waiver is effective only insofar as the recommendation is used solely for the purposes stated above.

**Do not sign here unless you wish to waive your right to read this recommendation.**

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

**Please return this form to:**  
**College of Graduate Studies, MSC 11**  
**Plymouth State University**  
**17 High Street**  
**Plymouth NH 03264-1595**

**TO BE COMPLETED BY RECOMMENDER**

You have been asked to complete a recommendation for the applicant named above.

Name of Recommender: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Nature of Relationship:  Supervisor  Instructor  Colleague  Other: \_\_\_\_\_

Please provide a reference statement in the space below that addresses the applicant’s capacity for graduate study. Specific examples are useful to the admissions review board. If you need additional space, please attach a second sheet of paper.

Please check the appropriate rating for each characteristic as follows:  
 A=Superior; B=Above Average; C=Average; D=Below Average; U=Unable to Evaluate

	A	B	C	D	U		A	B	C	D	U		A	B	C	D	U
1. Oral communication skills						7. Motivation and enthusiasm						13. Goal achievement					
2. Written communication skills						8. Imagination						14. Self-direction					
3. Judgment						9. Ability to work in a group						15. Dependability					
4. Initiative						10. Interpersonal skills						16. Knowledge/experience in the field					
5. Leadership ability						11. Self-knowledge						17. Overall potential					
6. Willingness to accept responsibility						12. Respect for others											



# Applicant Recommendation

## TO BE COMPLETED BY APPLICANT

Applicant: \_\_\_\_\_ Proposed Program of Study: \_\_\_\_\_

**Waiver of Right of Access to Letter of Recommendation (optional):** The Family Educational Rights and Privacy Act of 1974, PL 93-380 (commonly known as the “Buckley Amendment”) allows a candidate for admission to waive her or his right of access to confidential letters or statements written on her or his behalf if the recommendation is used solely for the purpose of admission, and if the candidate, upon request, is notified of the names of all persons making such recommendations on her or his behalf.

I hereby waive my right to access this recommendation and appropriate attachments written by the above Recommender on behalf of my application or prospective application for admission. This waiver is effective only insofar as the recommendation is used solely for the purposes stated above.

**Do not sign here unless you wish to waive your right to read this recommendation.**

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

**Please return this form to:**  
**College of Graduate Studies, MSC 11**  
**Plymouth State University**  
**17 High Street**  
**Plymouth NH 03264-1595**

## TO BE COMPLETED BY RECOMMENDER

You have been asked to complete a recommendation for the applicant named above.

Name of Recommender: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Nature of Relationship:  Supervisor  Instructor  Colleague  Other: \_\_\_\_\_

Please provide a reference statement in the space below that addresses the applicant’s capacity for graduate study. Specific examples are useful to the admissions review board. If you need additional space, please attach a second sheet of paper.

Please check the appropriate rating for each characteristic as follows:

A=Superior; B=Above Average; C=Average; D=Below Average; U=Unable to Evaluate

	A	B	C	D	U		A	B	C	D	U		A	B	C	D	U
1. Oral communication skills						7. Motivation and enthusiasm						13. Goal achievement					
2. Written communication skills						8. Imagination						14. Self-direction					
3. Judgment						9. Ability to work in a group						15. Dependability					
4. Initiative						10. Interpersonal skills						16. Knowledge/experience in the field					
5. Leadership ability						11. Self-knowledge						17. Overall potential					
6. Willingness to accept responsibility						12. Respect for others											



FSC info goes here