

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
DEPARTMENT OF BIOLOGICAL SCIENCES

**RECOMMENDATION LETTER FOR GRADUATE APPLICANT**

To the Applicant: Please complete the information requested below and give this form to an employer or instructor who is familiar with your educational background and abilities. (Please type or print)

Name of Applicant: Mr.

Ms. \_\_\_\_\_  
Last First Middle

Under the Federal Law entitled "The Family Educational Rights and Privacy Act of 1974" students have the right to inspect their records. This includes letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater utility in the assessment of a student's qualifications, abilities, and promise.

We invite you, therefore, but do not require you, to sign the following waiver (#1). You may, however, expressly decline to do so (#2).

1. I expressly waive any rights I might have to access to this letter of recommendation under the Family Education Rights and Privacy Act of 1974, or any other law, regulation, or policy.

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

2. I do not agree to the waiver above.

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

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To the Recommender:

The reverse side of this form is intended solely for your convenience. If you prefer, you may attach your own letter. Before you agree to submit a recommendation, whether on this form or on your own stationery, please review the reference to the Federal Law entitled "The Family Educational Rights and Privacy Act of 1974" as presented above in our instructions "To the Applicant@".

The Department is grateful for any pertinent material regarding the character, integrity, and personality of the applicant, but will particularly appreciate the writer's opinion of the candidate's ability to carry on advanced studies in his/her field and to achieve a successful professional career in it. The basis for the opinion will also be appreciated. A careful discrimination between strong and weak characteristics is in the long run more helpful to the candidate than routine praise. Please rank the candidate in relation to the other students in his/her class, or other persons you have known, of comparable experience. PLEASE REFER TO THE STUDENT'S QUALIFICATIONS REGARDING A POSITION AS A TEACHING ASSOCIATE OR GRADUATE ASSISTANT.

Please mail this form directly to: Graduate Office, Department of Biological Sciences  
California State University, Long Beach, 1250 Bellflower Boulevard  
Long Beach, CA 90840-3702

Name of Applicant: \_\_\_\_\_

To the Recommender: Please write a narrative providing as many specific comments as possible. Feel free to continue your remarks on a separate page. If this person is applying for a Graduate Assistantship or Teaching Associate position you should refer to their abilities along these lines in your comments.

How long have you known this applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please rate the applicant in comparison with others of comparable training whom you have known. Specify the group with whom comparison is being made, e.g. undergraduate majors, graduating seniors, all undergraduate students, students in my class (name of course and number enrolled) \_\_\_\_\_.

	UPPER 1 OR 2%	UPPER 10% BUT NOT UPPER 1 OR 2%	UPPER 25% BUT NOT UPPER 10%	UPPER HALF BUT NOT UPPER 25%	LOWER HALF	NO BASIS FOR JUDGMENT
Promise as a Teacher (required if T.A. desired)						
Imagination and Probable Creativity						
Breadth of General Knowledge						
Speaking Ability						
Emotional Maturity						

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

Recommender's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position or Title: \_\_\_\_\_