

**KIN Graduate School  
Applicant Section**

Please complete this section, then deliver or mail this form and self-addressed envelope to your reference. Ask your reference to return this completed form to you sealed in the envelope you provided with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your application materials.

Applicant Last/Family Name: \_\_\_\_\_ Applicant First Name: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_

**Term for which you are applying:** \_\_\_\_\_ Fall \_\_\_\_\_ Spring

**Department(s) applying to:** \_\_\_\_\_

**Degree(s) seeking:** \_\_\_\_\_

**I understand that this recommendation will be used only for admission and fellowship decisions, and hereby waive my right of access to this recommendation.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Respondent Section**

The admission committee would appreciate your judicious evaluation of the applicant. CSULB Graduate University requires its applicants to submit all application materials to the University in one self-managed packet. We ask that you please return this completed evaluation *to the applicant directly*. To preserve confidentiality of your recommendation, please affix your signature to the sealed flap of the reference envelope. Note: If the applicant does not sign the above waiver, right of access to this recommendation is not waived.

If you do not know the student well enough to give a recommendation please check here

Name of Respondents: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Last

Position/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Address above is: \_\_\_home address \_\_\_work address

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate the applicant on the qualities listed below:

	<b>Truly Exceptional (top 5%)</b>	<b>Outstanding (top 15%)</b>	<b>Above Average (top 25 %)</b>	<b>Average (mid 50%)</b>	<b>Below (lowest 25%)</b>
<b>Overall</b>					
<b>Intellectual ability</b>					
<b>Motivation</b>					
<b>Analytical ability</b>					
<b>Ability to work well with others</b>					
<b>Ability in oral expression</b>					
<b>Ability in written expression</b>					
<b>Creativity</b>					
<b>Self-confidence</b>					
<b>Leadership</b>					

Respondent: To strengthen your evaluation of the applicant before the admission committee, please complete page 13 of this form with your personal comments.

## Statement about the Applicant

Attach separate sheets to make important comments concerning this applicant.

What is your estimate of the applicants promise as a graduate student? What are the applicant's strengths, weaknesses, and potential for independent study and research? Please indicate notations of accomplishments and motivations, intellectual independence, and ability to organize and express ideas clearly in writing and orally. In your opinion, are there factors that may not be reflected on the applicant's scholastic or employment records, including aspects of character and personality that bear on his/her ability to succeed in graduate studies and subsequent career or profession?

For executive management applicants, please comment on the applicants: a) performance as a manager; b) prospects in the management field; c) intellectual ability and capacity for advanced graduate work, and d) the relevance of graduate course work to his/her future.

Please check one of the following:

I **strongly recommend** this applicant for the degree program to which he/she is applying

I **recommend** this applicant for the degree program to which he/she is applying

I **recommend with reservations** this applicant for the degree program to which he/she is applying

I **do not recommend** this applicant for the degree program to which he/she is applying

I  would/  would not be willing to respond to additional questions by telephone

Signed: \_\_\_\_\_

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

### **You may mail this reference form to:**

Diane Higgs, Program Manager  
Department of Kinesiology (264)  
California State University  
1250 Bellflower Boulevard  
Long Beach, CA. 90840-4901