

**UNIVERSITY OF NEVADA, RENO - GRADUATE SCHOOL  
REQUEST FOR RECOMMENDATION**

**INSTRUCTIONS TO APPLICANT:** Be sure to complete all parts of Sections I, II, III, and VI. Please type or print. Provide one copy of this form to each recommender.

**I. Applicant's information:** Provide full legal name and name of the intended graduate program.

\_\_\_\_\_

Last Name (Family Name)	First	Middle	Former
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is applying for admission to Graduate School at the University of Nevada, Reno and has listed you as a reference on his/her application for graduate work in [name of Graduate Program to be filled in by Applicant]

\_\_\_\_\_.

**II. Recommender's information:** [Applicant to complete information below.]

\_\_\_\_\_

Recommender's Name [printed]	Recommender's Title
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\_\_\_\_\_

Recommender's Address [Department, Institution, Mailing Address]

**III. To the applicant:** Under the Family Educational Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right to review. You have the option of signing the following waiver or declining to do so.

1. I expressly waive any rights I might have to access this letter of recommendation under the Family Educational Rights and Privacy Act of 1974.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. I do not agree to the waiver above.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. To the recommender:** This form is intended solely for your convenience; its use is optional. 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 Section III "To the applicant."

**1. Recommender's Summary Evaluation:** Compared with \_\_\_\_\_ [number] students you have known in the past \_\_\_\_\_ years in this student's field at approximately the same level of training, this student would rank as indicated on the scales below, when evaluated for:

	0%	20%	40%	60%	80%	100%
(a) Scholarly or creative achievement	X	X	X	X	X	X
	Percentile					HIGHEST
(b) Promise or probability of success	X	X	X	X	X	X
	Percentile					HIGHEST

Note: The educational level of the representative group with whom the applicant is compared is:

- College Seniors     First-Year Graduate Students     Intermediate-Year Graduate Students  
 Terminal-Year Graduate Students     Other (please specify) \_\_\_\_\_

**2. Recommender's Written Evaluation:** We solicit your candid evaluation of the applicant's preparation for graduate study, range of abilities and accomplishments, and creative and intellectual promise. **On the next page of this form, or on your own stationery,** please summarize your opinion of:

- (a) the quality of the applicant's academic or creative achievements, including material not apparent on the official transcripts;
- (b) the applicant's scholarly or creative potential and promise for advanced and original work;
- (c) those aspects of the applicant's personality and character significant to graduate study; and
- (d) the applicant's special skills and experience where demonstrated in an art, vocation, or profession.

We would also appreciate knowing the extent of your contact with the applicant and any special opportunities you may have had to observe him or her.

#### V. Recommender's Signature and Date

\_\_\_\_\_

Recommender's Signature

\_\_\_\_\_

Date

#### VI. Mailing Instructions for Recommender: Please return this form to:

[Applicant: Fill-in name of intended graduate program & campus mailstop # below.]

\_\_\_\_\_ Mailstop # \_\_\_\_\_,  
Graduate Admissions Committee, University of Nevada, Reno, Reno, NV 89557