

Letter of Recommendation for: **Graduate Admission**
(Check Applicable Box) **Graduate Assistantship**
 Both Admission and Graduate Assistantship

Applicant: Please Complete This Entire Section and Sign. (Please type or print the information below)

Applicant's Name _____ SS# _____ - _____ - _____

Applicant's Address _____

Department of Graduate Study _____

Person who will write this letter _____

Select one of the following and sign before submitting to the individual completing this recommendation.

- () I waive the right provided by the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Fort Hays State University.
- () I do *not* wish to waive this right. Rather, I wish to retain the right to view this letter in my file at Fort Hays State University.

SIGNATURE OF APPLICANT _____ **Date** _____

TO WRITERS OF LETTERS OF RECOMMENDATION:

Please comment in detail regarding the applicant's potential for graduate study and the basis for your judgment. We are particularly interested in the student's ability to carry on **advanced study and research**, ability to **speak and write English** clearly, and the potential to have a successful **career**. If the applicant is also applying for a graduate assistantship, please comment on the student's potential as a possible **teaching** or **research assistant**. Because Fort Hays State University is in compliance with Section 504 of the Rehabilitation Act of 1973, we discourage you from referring directly or indirectly to an applicant's handicap. (If using Word to write this reference, set font to 9 and use the following margins: Top-5.6", Left and Right-.5", Bottom-2.9". You may use the reverse side of this sheet if convenient, or use letterhead stationery; please write "see reverse side" or "see attached" in the space below.)

Out of approximately _____ persons I have taught/advised at this educational level during the past _____ years, I would rank this applicant in the upper _____ per cent on the basis of potential to pursue graduate study.

SIGNATURE _____ **Date** _____

Title/Position _____

Institution/Organization _____

Address _____

NOTE: Mail this form directly to the Dean of Graduate Studies and Research at the address below.



The Graduate School
Fort Hays State University
600 Park Street
Hays, KS 67601-4099

RECOMMENDATION ACCEPTED ON THIS FORM ONLY