

# LONGWOOD UNIVERSITY



**Section 1 (To be completed by applicant)**

The following information must correspond exactly to the information submitted on your application. Indicate your decision regarding a waiver of the right of access to this reference before giving it to the person who will be submitting the reference. You should then give the form to the recommender with a self-addressed and stamped (if it must be mailed to you) envelope. Have the recommender place the completed reference into the envelope, seal it and sign across the seal. The envelope should be returned to you, and you should return it unopened with your application. Do not return separately.

**Social Security number (Leave blank if you do not have a U.S. SSN)** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name** \_\_\_\_\_  

Last
First
Middle
Maiden

**Program for which you are applying (Complete these terms exactly as you have completed them on your application)**

Major \_\_\_\_\_
Concentration (if applicable) \_\_\_\_\_
Degree \_\_\_\_\_

**Semester and year of entry**     Fall \_\_\_\_\_     Spring \_\_\_\_\_     Summer \_\_\_\_\_  

Year
Year
Year

**Name of reference** \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their education records. Students, however, are entitled to waive their rights of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

- I waive my rights to inspect the contents of this reference.       I do not waive my rights to inspect the contents of this reference.

\_\_\_\_\_  

Signature
Date
Signature
Date

**Section II (To be completed by recommending party)**

Longwood University will value your comments on the suitability of this applicant to do graduate work and will hold your comments in confidence if the applicant has signed the above waiver.

How long and in what capacities have you known the applicant?

Please carefully assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known who have similar levels of experience and education.

Area of Evaluation	Inadequate Opportunity to Observe	Below Average	Average	Above Average (Upper 25%)	Superior (Top 10%)
Intellectual ability					
Ability to analyze a problem and form a solution					
Professionalism					
Leadership					
Creativity/innovation					
Motivation					
Self-discipline					
Cooperativeness					
Oral communication skills					
Written communication skills					
Knowledge of subject matter					
Research skills					
Reliability					

