Instructions to Recommender:

You have received this recommendation letter form because an applicant for a master’s degree at the University of New Haven, has identified you as someone capable of evaluating their academic and/or professional qualifications and potential for success in UNH’s graduate program. We appreciate your time and hope that you will provide a recommendation on the applicant’s behalf.

The application cannot be considered until we receive your reference form. Please take a moment and provide us with your input. Your thoughts are a required part of this process.

Please complete all sections including the required commentary on the last page. You may copy and paste the text of your commentary into the fillable form from most word processing software. You may “sign” this form electronically by typing your name and date in the relevant fields at the top of the form. If you would prefer, you may print this form and complete it by hand, and then attach a separate letter of recommendation.

The applicant cannot be accepted into the program without two letters of recommendation.

To submit this recommendation electronically, please email the completed forms to [onlineadmin@newhaven.edu](mailto:onlineadmin@newhaven.edu).

If you prefer to mail a hard copy, please send completed forms in an envelope signed across the seal to:

University of New Haven

Graduate Admissions

300 Boston Post Road

Echlin Hall 221

West Haven, CT 06516

If you have any questions, please feel free to contact our office at 203-901-1611 or by email at [onlineadmin@newhaven.edu](mailto:onlineadmin@newhaven.edu).

GRADUATE SCHOOL

ONLINE LETTER OF RECOMMENDATION SUBMISSION

STUDENT NAME: Click or tap here to enter text.

\*Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including letters of recommendation. However, students may waive their right to see letters, in which case the letters will be held in confidence.

Recommender Information

NAME: Click or tap here to enter text. TITLE: Click or tap here to enter text.

INSTITUTION, COMPANY OR ORGANIZATION: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

RELATIONSHIP TO APPLICANT: Click or tap here to enter text.

YEARS KNOWN: Click or tap here to enter text.

SIGNATURE OF APPLICANT: Click or tap here to enter text.

DATE: Click or tap here to enter text.

SUMMARY OF EVALUATION

|  |  |
| --- | --- |
| ACADEMIC PERFORMANCE | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| KNOWLEDGE | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| INTELLECTUAL ABILITY | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| IMAGINATION | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| ORAL | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| PROFESSIONAL | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| INITIATIVE | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| EMOTIONAL | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| SERIOUSNESS | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| PROMISE | Exceptional (Upper 5%)  Average (Middle 20%)  Outstanding (Next 15%)  Below Average (Lowest 40%)  Above Average (Next 20%) |
| OVERALL RECOMMENDATION | Highly Recommended  Recommended  Recommended with some reservations  Not Recommended |

***REQUIRED – Please write a brief commentary indicating the applicant’s academic qualifications, potential for success as a graduate student at the University of New Haven.***

Click or tap here to enter text.