

Letter of Recommendation

Name (Mr., Mrs., Miss)

.....

.....

Academic Title

Position

Office

.....

.....

.....

... Telephone

I am the applicant's professor or thesis advisor
supervisor.

The Graduate College would like to ask for your corporation to evaluate the applicant objectively so that they can determine whether his/her qualifications and personal qualities are adequate for studying and conducting research. Also, please provide a brief explanation of the applicant's distinctive qualities which you think may contribute to his/her opportunity for success. Please place this letter in a sealed envelope addressed to the Dean of the Graduate College. The applicant will send it in with the application form. Thank you.

(Put a ✓ in the box you choose)

Evaluating Item	Excellent	Very good	Good	Fair	Unsatisfactory
1. Expertise in relevant field					
2. English Proficiency					
3. Creativity					
4. Ability in Communication					
5. Diligence					
6. Job performance					
7. Leadership Qualities					
8. Cooperative attitude					
9. General behavior					

Applicant's Special Qualities.....

.....

.....

.....

.....

General Comment on applicant's potential to graduate (graduation potential)

☐ Should certainly graduate

☐ Would expect to graduate

☐ Uncertain

Signature.....
.....Date.....