THE OHIO STATE UNIVERSITY

Each recommendation must include the completed Reference Form as well as a separate letter from your recommender written and signed on academic or business Recommendations should be requested from professors who are able to comment on your qualifications for graduate study. They should not be requested from a non-academic per unless you have extensive work experience with that individual and/or you have been away from academic institutions for some time. Complete all sections below deadline date on the reverse side. Deliver this form directly to the recommender, along with a stamped envelope addressed to the Graduate Studies Committee Ch to which you are applying and a self-addressed, stamped postcard for informing you when this Reference Form and the recommender's letter have been sent.

Name: _____
　　　　 Last or Family Name/Surname　　　　　　　　First　　　　　　　　　Middle　　　　　　　　Date of birth

Address: _____ Degree sought: _____

E-mail address: _____

OSU ID #, if known: _____ Major Field of study: _____

List the name and address of the graduate program to which you are applying.

　　　　　　Graduate Studies Committee Chair
　　　　　　The Ohio State University

　(graduate program) _____
　　　(building) _____
　　　(street) _____
　　　　　　Columbus, OH 43210 USA

If you have had contact with a faculty member at Ohio State regarding graduate study, please indicate the following:

_____ _____
　Faculty contact's name　　　　　　　　　　　　　Department

Name: _____

Title: _____ Institution: _____

Address: _____

Phone: _____ FAX _____ E-mail: _____
　　IMPORTANT: At least one direct contact number must be supplied for purposes.

List the courses you have taken under the direction of this recommender:

Course Number	Course Title	When Taken	Grade

The Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission, employment, or receipt of honors to waive his confidential letters or statements written on his or her behalf if the recommendation is used solely for the purposes of admission, employment, or the receipt of hon upon request, is held of the names of all persons making such recommendations on his or her behalf. The university does not require that you make such a waiver admission or award of fellowship or associateship. However, under the legislation you have the option of signing such a waiver as follows:

I hereby waive my right to access to this recommendation and any appropriate attachments which have been written by _____
(insert name of recommender) on behalf of my application to the Graduate School, The Ohio State University, and for award of a fellowship or associateship, if appl effective insofar as the recommendation is used solely for the purpose of admission or award of fellowship or associateship, if applicable.

Printed Name: _____ Date: _____ Signature: _____

The applicant named below has applied for admission to the Graduate School of The Ohio State University. Please complete this Reference Form along with a separate letter written and signed on your own academic or business letterhead stationery. Return both documents before the program application deadline of _____ not had the applicant as a student, please adapt items 3–6 below, if applicable, and explain your knowledge and assessment of the applicant in your recommendation l know this student well, please feel free to say so.

_____
 Applicant's Last or Family Name/Surname   First   Middle

1. What is your relationship with the applicant? ☐ Teacher/Professor ☐ Employer/Supervisor ☐ Other_____

2. Do you know the applicant well enough to give him/her a recommendation? ☐ Yes ☐ No
    (If you checked NO, you do not need to complete the rest of this form.)

3. SUMMARY EVALUATION
    Compare the applicant with a representative group of students with similar experience and training. How would you rate the applicant on general research and scholarly ability? (Check one.)
    ☐ outstanding (highest 5%—comparable to best students)
    ☐ very good (highest 10%)
    ☐ good (upper 25%—ability easy to identify)
    ☐ average (upper 50%)
    ☐ below average (lower 50%)

4. RECOMMENDATIONS
    I would make the following recommendation for the applicant's admission to the program and degree listed on the front:
    ☐ strongly recommend
    ☐ recommend
    ☐ recommend with reservations
    ☐ do not recommend

    I feel that the applicant is prepared to serve as: (check all that apply)
    ☐ graduate teaching associate
    ☐ graduate research associate
    ☐ master's candidate
    ☐ doctoral candidate
    ☐ other

5. Some gifted individuals do not perform to their potential. Is the applicant's scholastic record, as you know it, an accurate index of his/her ability?
    ☐ Yes ☐ No ☐ Don't know
    (If you checked NO, please explain why in your recommendation letter.)

6. RECOMMENDATION LETTER
        a. Use only clearly identi

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