



**English Department Graduate Studies**  
950 Main Street  
Worcester, MA 01610-1477  
508-793-7630  
engma@clarku.edu  
www.clarku.edu/english

# Confidential Recommendation

## ENGLISH

**TO THE APPLICANT**  
**PLEASE TYPE OR PRINT**

Applicant name: \_\_\_\_\_  
LAST (FAMILY) FIRST MIDDLE

Current Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of evaluation respecting my application for admission to the Graduate School of Clark University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I do not waive my right to the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO THE RECOMMENDER:**

The person named above is an applicant to Clark University's Graduate School. The Admissions Committee attaches considerable weight to the statements made by the recommenders the applicant has selected. You will greatly assist the members of the Committee and the applicant by providing candid responses to the items on the form. It is recommended that you keep a copy for your files in case the original should be lost in the mail. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. We would be pleased to provide you with additional information about our program if it will assist you in any way. **Please note that the English Department faculty wishes to have a separate letter in addition to the completed recommendation form itself.**

Name of recommender \_\_\_\_\_

Position/Title \_\_\_\_\_ School/Firm \_\_\_\_\_

Address \_\_\_\_\_

1. In what capacity have you known the applicant? \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. What are the applicant's principal strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In what areas is the applicant weak? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. In your opinion, how well has the candidate planned for entry into graduate studies? \_\_\_\_\_

6. Please compare the applicant on the scale below with others you have known during your professional career. **Indicate the reference group you have in mind.** \_\_\_\_\_

	Exceptional (Top 2%)	Outstanding (Top 10%)	Excellent (Top 20%)	Good (Top 1/3)	Average (Middle 1/3)	Poor (Bottom 1/3)	Unable to Judge
<b>Intellectual ability</b>							
<b>Leadership</b>							
<b>Initiative</b>							
<b>Ability to work with others</b>							
<b>Maturity</b>							
<b>Oral communication skills</b>							
<b>Written communication skills</b>							
<b>Persistence and drive</b>							
<b>Planning skills</b> (ability to allocate and schedule resources, including time)							
<b>Analytical ability</b> (ability to explore problems in an orderly manner and generate alternatives; ability to synthesize)							

7. Please comment on the above ratings and make any additional statements concerning the candidate's qualifications for graduate study in light of your observations. (attach an additional sheet if necessary.) \_\_\_\_\_

8.  I strongly recommend that this applicant be admitted to Clark University's graduate program.  
 I recommend that this applicant be admitted to Clark University's graduate program  
 I recommend with some reservation that this applicant be admitted to Clark University's graduate program.  
 I do not recommend that this applicant be admitted to Clark University's graduate program.

My reservations are: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form and letter by **February 1** to:

Clark University  
 English Department Graduate Studies  
 950 Main Street  
 Worcester, MA 01610-1477

*We are grateful for your assistance.*