

Reference Form

Graduate Programs

To be completed by applicant:

Dr.
Mr.
Ms.
Mrs.

(Last)

(First)

(Middle)

Please ask individuals who know your professional qualifications to write recommendations on your behalf using this form. References need to seal the envelope, sign across the seal and give the form to you to return, or mail it directly to Maryville University at the following address:

Maryville University
Graduate Admissions
650 Maryville University Drive
St. Louis, Missouri 63141

I hereby waive my right to view this reference form: Yes No

Applicant's Signature: _____ Date _____

To be completed by the reference:

The individual above is applying for admission to Maryville University's Graduate Program in:

College of Arts and Sciences

Master of Science in Actuarial Science

School of Health Professions

- Master of Music Therapy
- Master of Arts in Rehabilitation Counseling
- Master of Science in Nursing

School of Education

Doctorate in Education (Ed.D.)
in Educational Leadership
(for advanced leadership and
the Superintendent certificate)

Master of Arts in Education:

- Educational Leadership and Administration
- Secondary Teaching and Inquiry
(for obtaining teaching certification)
- Initial Teaching Certification in Elementary,
Middle School or Art (for beginning secondary teachers)

For Practicing Teachers:

- Early Childhood Certification
- Middle School Certification
- Reading Specialist Certification
- Gifted Certification

We would be very grateful for your candid assessment of the applicant's professional qualifications. Please complete the following:

1. How long have you known the individual and in what capacity? _____

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2. Using the chart below, please evaluate the applicant (check the appropriate box):

Comment briefly on the applicant's:	Outstanding (Top 5%)	Excellent (Top 10%)	Good (Top 25%)	Average (Top 50%)	Below Average	Not Observed
Intellectual Ability						
Self Motivation						
Math Aptitude (if applicable)						
Communication Skills—Oral						
Communication Skills—Written						
Dependability						
Ability to Work with Others						
Independence						
Research Skills (if applicable)						
Academic Performance						
Basic Knowledge of the Field						
Emotional Maturity/Stability						

3. Please comment on any other of the applicant's strengths and weaknesses that you have observed.
(e.g. regarding previous accomplishments, intellectual independence, capacity for analytical thinking, ability to work with others, ability to organize and clearly express oral/written ideas, drive and motivation, character, integrity, ability to accept responsibility)

4. Are there any other comments about the applicant you would like to add?

5. Rate the applicant's likelihood of success in completing the graduate program indicated:

- Excellent Very Good Fair Poor

6. Overall recommendation: Highly recommend Recommend with reservations Do not recommend

Reference's Information

Reference's Name _____ Title _____

Employer(s) Address _____
(City) (State) (Zip) (Country)

Reference's Signature _____

Maryville University adheres to the principle of equal education and employment opportunity and does not discriminate against any applicants on the basis of race, color, sex, age, religion, creed, disability, veteran status or national origin. This policy extends to all programs and activities supported by the University.



Graduate Admissions

650 Maryville University Drive • St. Louis, Missouri 63141 • 314.529.9342 • www.maryville.edu