# NKU | Office of Graduate Education

## NKU Graduate Recommendation Form

**To the Applicant:**
This form must be e-mailed directly from the person sending the recommendation to graduate@nku.edu.
Recommendations should be requested from professors or other professionals (e.g., employers) who are able to comment on your qualifications for graduate study.  Recommendations from friends or relatives are not acceptable.

**Applicant's information:**

**First Name**:                    **Middle**                    **Last Name**


**Date of Birth:**                                        **E-mail:**

**Address**:

**Phone Number**:

**IMPORTANT**: At least one phone number must be supplied for verification purposes.

**Graduate Program Applying to:**                          **Degree Sought:**


**Applicant's Waiver of Right to Access**:
The Family Educational Rights and Privacy Act of 1974 allows an applicant to waive his/her right of access to this recommendation form.  The university does not require the applicant to waive this right.  Check one of the following statements and sign below:

        I waive my right to review this recommendation form.

        I do not waive my right to review this recommendation form.

**Applicant Name:**                                      **Date:**


        Checking here will be your signature authorization.

_____

The candidate who has asked you to fill out this recommendation form has applied for graduate admission at Northern Kentucky University.  Please complete the following rating the candidate's professional competence in comparison with other known individuals at a similar stage in their careers.  Please place an X in one box for each skill.  This form must be e-mailed directly from the person making the recommendation to graduate@nku.edu.  It may be necessary to save the form before you e-mail it to ensure the information entered is retained.

**First Name**:                          **Last Name**

**Phone Number**:                        **E-mail**:

**IMPORTANT**: At least one phone number must be supplied for verification purposes.

**Title**:                               **Employer:**


        **Checking here will be your authorization**          **Date:**

How long have you known the applicant? [                    ]

Relationship with the candidate: ☐Supervisor ☐ University Professor ☐ Colleague ☐ Mentor ☐ Other

|  | Below Average | Average | Above Average | Exceptional | Inadequate Opportunity to Rate |
|---|---|---|---|---|---|
| **Work Ethic** |  |  |  |  |  |
| **Problem Solving** |  |  |  |  |  |
| **Leadership** |  |  |  |  |  |
| **Collaboration** |  |  |  |  |  |
| **Teamwork Skills** |  |  |  |  |  |
| **Academic Aptitude** |  |  |  |  |  |
| **Emotional Stability & Maturity** |  |  |  |  |  |
| **Motivation** |  |  |  |  |  |
| **Oral Communication Skills** |  |  |  |  |  |
| **Written Communication Skills** |  |  |  |  |  |
| **Analytical Skills** |  |  |  |  |  |
| **Creativity** |  |  |  |  |  |
| **Conflict Resolution** |  |  |  |  |  |

**To what extent would you recommend this student for graduate studies at NKU:**

☐Recommend without reservation ☐ Recommend ☐ Recommend with some reservation ☐ Do not recommend

**Please provide a brief explanation for your response; an attached letter will also suffice:**

**Any additional comments you would like to share?**