

## Recommendation Form

*Please type or print in ink.*

### TO THE APPLICANT:

**A** By requesting a recommendation, I automatically waive my right to access the information provided.

\_\_\_\_\_  
Applicant's signature

**B** References may use this form and/or write a letter of recommendation. If submitting a letter, references must specify the applicant's full name (including middle initial) and the program to which they are applying. If the applicant has received a Banner ID number, references should include it. If the recommendation is sent to the applicant, it must be in a sealed, signed envelope.

**C** This is a confidential statement concerning:

\_\_\_\_\_  
Applicant's last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
Middle name

\_\_\_\_\_  
Program and degree, credential, or certificate sought

\_\_\_\_\_  
Banner ID number (provided upon submission of application and application fee)

Term applying for:  Spring \_\_\_\_\_  Fall \_\_\_\_\_  
Year Year

**D** Person making recommendation:

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
Middle name

Title \_\_\_\_\_ Organization \_\_\_\_\_

Professional address \_\_\_\_\_  
Number and street

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State/Country

\_\_\_\_\_  
Zip

Phone (\_\_\_\_\_) \_\_\_\_\_

### TO THE PERSON COMPLETING THIS FORM:

The student named above has applied for admission to a graduate program at Mills College. We would appreciate a statement from you about the applicant. If you would prefer to write a separate letter, please attach it to this form, complete items G–J, and sign the form.

You may mail the recommendation either to the Office of Graduate Admission or to the applicant. Send the recommendation to the applicant in a sealed, signed envelope.

You may use this form and/or write a letter of recommendation. If submitting a letter, specify the applicant's full name (including middle initial) and the program to which they are applying. If the applicant has received a Banner ID number, include it.

If you do not know the applicant well enough to give a recommendation, check here .

**E** What is your estimate of the applicant's promise as a graduate student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F** How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

**G** Please rate the applicant on the qualities listed below:

	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>No Information</b>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic Preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to Work Well with Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-Confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**H** Check one: I  strongly recommend  recommend  recommend with reservations  do not recommend.

**I** Check one: I  would  would not be willing to respond to additional questions by telephone.

**J** Additional comments:

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Signature of person completing this form \_\_\_\_\_ Date \_\_\_\_\_

*Return to:* **Office of Graduate Admission, Mills College, 5000 MacArthur Blvd., Oakland, CA 94613, Phone 510.430.3309**