

LETTER OF RECOMMENDATION

Office of Graduate and Adult Admissions

Neumann University
One Neumann Drive
Aston, PA 19014
610-361-5208
Web: www.neumann.edu



TO BE COMPLETED BY THE APPLICANT

Name: _____

Degree Sought: _____ Date of Entrance: _____

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Neumann University have access to their educational records including letters of recommendation. However, students may waive their right to see a letter of recommendation, whereupon it will be held in confidence. If the waiver below is not signed, the applicant may request to see the letter after enrolling in a graduate program. The alternative selected will not affect consideration of the application for admission.

If you wish to waive your right to examine this recommendation, please sign here:

Signature: _____ Date: _____

TO BE COMPLETED BY THE RECOMMENDER

Your evaluation will be very helpful to the Admissions Committee. Thank you for your assistance.

1) The Neumann University Office of Admissions would appreciate an evaluation (on the reverse or attached sheet) from you of the applicant's qualifications for graduate study, with particular reference to intellectual ability, originality, and competence, as well as how the applicant compares to other students known to you who are applying to graduate programs (if applicable).

2) Please identify the group to which you are comparing the applicant: _____
e.g. current employees or students in your department

Recommender's Name: _____ Title: _____

Organization: _____ Department: _____

Address: _____

Daytime Phone: _____ Email: _____

May we contact you via phone or email if we have questions? Yes No

I enthusiastically recommend recommend recommend with reservation do not recommend

Signed: _____ Date: _____

Please return this document as a cover to your letter of recommendation which should address the following:

- How well do you know the applicant and in what capacity?
- What are the applicant's talents and strengths, liabilities or weaknesses?
- How well do you think the applicant has developed his or her plans for graduate study?
- How well do you think the candidate may perform in graduate school where independent thought and action, excellent interpersonal communication, and a mature handling of responsibilities are required to meet course and graduate school objectives?