

**MASTERS IN BUSINESS ADMINISTRATION (MBA):  
RECOMMENDATION FORM**

**Applicant's Name:** (PLEASE PRINT) \_\_\_\_\_

**Name of Person**

**Completing This Form:** (PLEASE PRINT) \_\_\_\_\_

**TO THE APPLICANT:** Please submit to the University of Saint Francis Admissions Office three (3) recommendations on these forms. Include at least one former college professor and preferably one from an employer or supervisor who has observed you in a professional setting. *For the convenience of the person completing the form, include a stamped envelope addressed to the Office of Admissions, University of Saint Francis, 2701 Spring Street, Fort Wayne, IN 46808.* Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendation will remain confidential. It is your option to waive your right to access these recommendations or to decline to do so. Please mark the appropriate phrase below, indicating your choice of option, and sign your name:

I waive my right to review this recommendation.

I do not waive my right to review this recommendation.

**Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

**TO THE REFERENT:**

Please complete and mail this form so that it reaches the University of Saint Francis by \_\_\_\_\_.

**RECOMMENDATION**

1. I have known the applicant for \_\_\_\_\_ years, \_\_\_\_\_ months.
2. I know the applicant:       slightly       fairly well       very well
3. I have known the applicant:     as an undergraduate student     as an assistant  
    as a graduate student             as an advisee  
    as an employee                     other, please specify: \_\_\_\_\_
4. How would you rate the applicant's potential for graduate work?  
 Poor       Fair       Good       Excellent       Cannot determine
5. Is the applicant's academic potential greater or less than that indicated by his/her grades?  
Insert an **X** where appropriate on the scale below:

<b>much less</b>	<b>somewhat less</b>	<b>equal</b>	<b>somewhat greater</b>	<b>much greater</b>	<b>no basis for judgment</b>

CHARACTERISTIC	Excellent	Very Good	Good	Fair	Poor	NO BASIS FOR JUDGEMENT
Academic Ability						
General Knowledge						
Oral Expression Skills						
Written Expression Skills						
Originality						
Social Awareness & Concern						
Emotional Maturity						
Desire to Achieve						
Ability to Work with Others						
Leadership Skills						
Persuasive Ability						
Independence & Initiative						
Professional Commitment						
Research Skills						
Potential for Success						

9. Indicate the strength of your overall endorsement of the applicant:

- Not recommended     
 Recommended with some reservation     
 Recommended     
 Highly recommended

10. In the space below or on additional pages, please provide information about the applicant that will reflect their ability to function in a business environment. Data is sought regarding the applicant's capacity to work with others in an organizational setting, his/her leadership skills, his/her interpersonal skills, and responsible citizenship and maturity.

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

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization or Affiliation: \_\_\_\_\_

Thank you for completing this form. Please return this form (for which the applicant has supplied a stamped addressed envelope) to:

**Office of Admissions - University of Saint Francis  
2701 Spring Street, Fort Wayne, IN 46808**