



*Please review carefully prior to completing the application below.*

### **Instructions for completing a Fillable PDF form**

1. Use **only the latest version of Adobe Reader** to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
2. Before completing the document save the form (PDF) format to a location on your computer. (Example: Desktop or Documents).
  - ☑ Instructions: **Right click** on the form and **click** "Save as".
  - ☑ **Save** to your Desktop or Documents.
3. Once you have saved the form to your computer, you are ready to complete the form.
4. **Open** the fillable form.
5. After you have completed the form, **save** a final version of the file to your computer.
6. When ready, don't forget to attach the fillable form.
7. Some forms have a "**Submit**" button built into the form which will allow you to submit the form via email directly from the form. These forms will automatically be attached to your email when you click the submit button.
8. **Please save it to your computer first, and then fill it out. Do not complete the form online within your web browser; your data will NOT be saved.**



RECOMMENDATION FOR ADMISSION

TO THE APPLICANT

(PLEASE READ CAREFULLY)

Applicants must complete this top section in its entirety prior to sending it to recommenders. Recommendations should be requested from academic or business professionals who are able to comment on your qualifications for graduate study. It is strongly recommended that at least one of these letters be from a university professor familiar with your academic work.

Letters of recommendation without the completed form will not fulfill the recommendation requirement for admission review. This form must be completed in its entirety and submitted directly by the recommender to graduatesstudies@fvsu.edu. Recommendations from friends or relatives are not acceptable.

Your recommenders must be the sole authors of your form and letters of recommendation. Drafting, writing, translating, or submitting your own reference, even if asked to do so by a recommender, is a violation of our application terms. You are responsible for informing your recommenders of this policy.

PART A: TO BE COMPLETED BY THE APPLICANT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address \_\_\_\_\_

Primary Contact Number ( \_\_\_\_\_ ) \_\_\_\_\_ Primary Email Address: \_\_\_\_\_

(Please note that email is our primary mode of communication)

Application for the [ ] Fall [ ] Summer [ ] Spring of 20 \_\_\_\_\_

FVSU Student ID Number: 910 \_\_\_\_\_

Proposed Graduate Program:

- [ ] Animal Science (MS) [ ] Clinical Rehabilitation Counseling (MS) [ ] Early Childhood Edu./Special Edu. (MS)
[ ] Biotechnology (MS) [ ] Clinical Mental Health Counseling (MS) [ ] Middle Grades Education (MS)
[ ] Environmental Health (MPH) [ ] Social Work (MSW) [ ] School Counselor Education (MS)
[ ] Epidemiology (MPH) [ ] School Counselor Education (EdS)

To the Applicant: Read the waiver statements and sign the one you prefer. If you do not sign, your access to the reference letter will be waived.

The Family Educational Rights and Privacy Act of 1974 (if admitted and enrolled) entitles students to have access to letters of evaluation in their permanent record file at Fort Valley State University (FVSU). The applicant may waive this right of access, in which case letters of evaluation will be considered by FVSU and will not be available to the student.

I waive \_\_\_\_ / I do not waive \_\_\_\_ all future rights to review this form once submitted to FVSU Office of Graduate Studies and agree to respect the confidentiality of the remarks made by the respondent.

Signature of Applicant (Typing your name is equivalent to your signature.)

Date

PART B: TO BE COMPLETED BY THE RECOMMENDER

The applicant has applied for admission to a Graduate Program at Fort Valley State University. Please complete this recommendation form and return it directly to the Office of Graduate Studies via email at graduatesstudies@fvsu.edu from your professional/academic email address.

This recommendation is part of the application, so a prompt return to is important. FVSU Graduate Studies process places a great deal of importance on comments from recommenders. We realize this requires time and effort on your part and we appreciate your assistance.

- 1. How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
2. Has the applicant been an employee who worked for you? \_\_\_\_\_
3. Has the applicant been your student? \_\_\_\_\_

**PART C: TO BE COMPLETED BY THE RECOMMENDER**

**Summary Evaluation:**

In comparison with others with whom you have taught or worked, please rate the applicant in the following areas:

	Below Average (0)	Average (1)	Good (2)	Very Good (3)	Outstanding (4)	N/A
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical/Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive and Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrapersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART D: TO BE COMPLETED BY THE RECOMMENDER**

**Please write a letter of recommendation and attach it to this form.**

In your letter of reference please assess the applicant’s potential as a graduate student at FVSU.

You should consider previous accomplishments, intellectual independence, capacity for research and analytical thinking, work ethic, ability to work with others, ability to organize and express ideas clearly, and drive and motivation.

**(Minimum of 250 words required)**

**SUMMARY RECOMMENDATION**

Highly Recommend     Recommend     Recommend with reservation     Do not recommend

**PART E: TO BE COMPLETED BY THE RECOMMENDER**

**RECOMMENDER'S INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Primary Contact Number ( \_\_\_\_\_ ) \_\_\_\_\_

*(Important: At least one direct contact number must be supplied for verification purposes)*

Professional Email Address (professional or academic only): \_\_\_\_\_

**Recommender's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*By completing and submitting this form, you agree and acknowledge that you are the preparer of this form. Any attempt to provide FVSU with an unauthentic or false recommendation may result in disqualification for admission.*

**Submit the completed form and attach the letter directly from your professional/academic email to: [graduatestudies@fvsu.edu](mailto:graduatestudies@fvsu.edu).**

**Please do not copy the applicant on the submission of the recommendation for admission. If the applicant is copied, this would be a violation of the Public Law 93-380, Family Education Rights and Privacy Act of 1974.**