

**Letter of Recommendation for: Graduate Admission**  
(Check Applicable Box) **Graduate Assistantship**  
**Both Admission and Graduate Assistantship**

**Applicant: Please Complete This Entire Section and Sign.** (Please type or print the information below)

Applicant's Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Department of Graduate Study \_\_\_\_\_

Person who will write this letter \_\_\_\_\_

**Select one of the following and sign before submitting to the individual completing this recommendation.**

( ) I waive the right provided by the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Fort Hays State University.

( ) I do *not* wish to waive this right. Rather, I wish to retain the right to view this letter in my file at Fort Hays State University.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_\_

**TO WRITERS OF LETTERS OF RECOMMENDATION:**

Please comment in detail regarding the applicant's potential for graduate study and the basis for your judgment. We are particularly interested in the student's ability to carry on **advanced study and research**, ability to **speak and write English** clearly, and the potential to have a successful **career**. If the applicant is also applying for a graduate assistantship, please comment on the student's potential as a possible **teaching** or **research assistant**. Because Fort Hays State University is in compliance with Section 504 of the Rehabilitation Act of 1973, we discourage you from referring directly or indirectly to an applicant's handicap. (If using Word to write this reference, set font to 9 and use the following margins: Top-5.6", Left and Right-.5", Bottom-2.9". You may use the reverse side of this sheet if convenient, or use letterhead stationery; please write "see reverse side" or "see attached" in the space below.)

Out of approximately \_\_\_\_\_ persons I have taught/advised at this educational level during the past \_\_\_\_\_ years, I would rank this applicant in the upper \_\_\_\_\_ per cent on the basis of potential to pursue graduate study.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

Title/Position \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Address \_\_\_\_\_

**NOTE:** Mail this form directly to the Dean of Graduate Studies and Research at the address below.



The Graduate School  
**Fort Hays State University**  
600 Park Street  
Hays, KS 67601-4099