

## GRADUATE SCHOOL REFERENCE FORM

Three reference letters are required for graduate admission. At least two of your references should be individuals who can meaningfully assess your potential for graduate-level study—such as professors in your major field, technical supervisors, or department deans from your undergraduate institution. References from relatives are not acceptable.

**The completed form must be sent directly by the reference to the Graduate School at [gradschool@mtech.edu](mailto:gradschool@mtech.edu). It is the applicant's responsibility to reach out to references to ensure letters are submitted.**

### TO BE COMPLETED BY APPLICANT

**Applicant Name (Last, First, Middle):**

**Proposed Field of Study:**

**To Applicant:**

*Waiver of Rights Under the Family Educational Rights and Privacy Act of 1974 (FERPA): I hereby waive my right to inspect, review, or access this Reference Form once it has been completed, provided that the information contained in this form is used solely for the purpose of evaluating my application to the Graduate School at Montana Technological University.*

**Applicant Signature:**

**Date:**

### TO BE COMPLETED BY REFERENCE

**To the individual completing this form:**

*Thank you for taking the time to provide this reference. The individual named above is applying to the Graduate School at Montana Tech and has listed you as a reference. We appreciate your honest and thorough appraisal of the applicant.*

*Please complete this form (in English) at your earliest convenience. Failure to return the form may impact the applicant's admission decision. **The completed form must be sent directly from you (reference) to the Graduate School at [gradschool@mtech.edu](mailto:gradschool@mtech.edu) or via mail to Montana Technological University Graduate School: 1300 West Park Street, Butte, MT 59701-8997***

*Referral information will be kept strictly confidential if the applicant has signed the waiver above. If the waiver has not been signed, the applicant has the right to request access to this reference. Please attach additional pages if necessary.*

**Name of Reference (Please Print):**

**Relationship to Applicant:**

**Please check the appropriate box to indicate your assessment of the applicant with regard to the following qualities. Strike out any question you judge to be not applicable or which you cannot fairly answer:**

	Very Poor	Poor	Average	Good	Very Good	Comments
1. Oral Expression of Ideas and Views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. Grasp of Basic Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Grasp of Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Suitability for Experimental Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Intellectual Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Suitability for Theoretical Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. English Writing Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Capacity for Analytical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Initiative, Drive, and Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Please check one:
- STRONGLY RECOMMEND this applicant for Admission to Graduate School.
  - RECOMMEND this applicant for Admission to Graduate School.
  - RECOMMEND WITH RESERVATION this applicant for Admission to Graduate School.
  - DO NOT RECOMMEND this applicant for Admission to Graduate School.

Where would you rank applicant among others you have known who have gone on to graduate studies in comparable fields in recent years?

- Upper 10%       Upper 25%       Upper 50%       Lower 50%

Was the applicant ever in a class you taught?       Yes       No

How long, how well, and under what circumstances have you known the applicant? (If you do not know the applicant well, please indicate that here.):

Please provide your overall assessment of the applicant and their potential for success in Graduate School:

Do you know of any concerns related to the applicant's responsibility, qualifications, or performance that should be taken into consideration?

Additional Comments:

A graduate advisor may wish to contact you to discuss the applicant's qualifications. Please indicate the two most convenient times during the day for a phone call:

Address:

Phone: (  )       Email:       Date:

Signature of Reference: \_\_\_\_\_