

# UNION GRADUATE COLLEGE

## School of Engineering & Computer Science Applicant's Letter of Recommendation

Union Graduate College  
80 Nott Terrace  
Schenectady, New York 12308

Telephone: 518.631.9831  
Fax: 518.631.9901  
Email: info@uniongraduatecollege.edu  
www.uniongraduatecollege.edu

**PART A: TO BE COMPLETED BY APPLICANT.**

- I hereby waive my right of access to information recorded on this form/supplemental sheets.
- I do not waive my right of access.

Applicant's Name \_\_\_\_\_  
LAST FIRST MIDDLE/MAIDEN

Phone Number ( ) \_\_\_\_\_

Email \_\_\_\_\_

Address of Applicant \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Intended Program of Study/Degree \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART B: NARRATIVE. TO BE COMPLETED BY RECOMMENDER.**

Name of Recommender \_\_\_\_\_  
NAME ORGANIZATION POSITION HELD PHONE

Address of Recommender \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

How long and in what capacity have you known the applicant? \_\_\_\_\_

**Using the chart below, please rank the applicant relative to other students or employees you have known in a similar capacity.**

	Not Observed	Weak Lower 50%	Fair Top 50%	Good Top 25%	Outstanding Top 2%
Intellectual potential					
Ability to work with others					
Maturity					
Self-confidence					
Oral communication skills					
Written communication skills					
Ability to analyze a problem and formulate a solution					
Motivation for proposed program of study					
Potential for career advancement					

Please provide a frank assessment of the applicant on the attached sheet or in a separate letter on your letterhead. The Committee on Admissions seeks your opinion regarding the applicant's character, personality and your judgment regarding his/her ability to master advanced study in his/her chosen field. A candid description of the applicant's strengths and weaknesses is most helpful.

---

**NARRATIVE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEAL THE ENVELOPE AND WRITE YOUR SIGNATURE ACROSS THE FLAP AND RETURN TO: ADMISSIONS COORDINATOR,  
UNION GRADUATE COLLEGE, 80 NOTT TERRACE, SCHENECTADY, NY 12308.**