



Graduate School

RECOMMENDATION FORM

Recommender: See below for instructions. Staple this form to the top of your letter.

Applicant: Please write your field below.

Field name: _____

Building: _____

Cornell University

Ithaca, NY 14853

USA

This recommendation must be received by the Graduate Field by _____

field deadline

Applicant: Please type or print. Complete this section, enter the field deadline in the space above, and sign below. Give this form and an envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials.

Applicant's name: _____
last (family) first middle

Proposed field and degree program: _____ Proposed term and year of admission: _____

Applicant's e-mail address, if available: _____ date of birth: _____
month day year

Recommender's name: _____ Recommender's E-mail: _____
last (family) first

In accordance with the Family Educational Rights and Privacy Act of 1974, you can waive your right to inspect this recommendation by signing the statement below. Should you decide *not* to waive the right, you will have access to the recommendation only if you enroll in the Graduate School at Cornell University.

I hereby waive my right of access to this recommendation. _____
signature of applicant date

Recommender: Please compare the applicant with one of the following (*check one*):

- Undergraduates from your institution who have gone on to graduate study
- Current senior undergraduates at your institution
- Other: _____

	Top 2%	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Academic performance	_____	_____	_____	_____	_____	_____
Intellectual potential	_____	_____	_____	_____	_____	_____
Creativity and originality	_____	_____	_____	_____	_____	_____
Motivation for graduate study	_____	_____	_____	_____	_____	_____

Please type or print your letter. Write candidly about the applicant. Indicate how long and in what capacity you have known the applicant. Discuss the applicant's qualifications and potential to carry on advanced study in the field specified, as well as his or her promise of professional success. In describing such attributes as motivation, intellect, and maturity, discuss both strong and weak points. Specific examples are more useful than generalizations. Indicate rank in class, if known. If possible, compare the applicant with others you have recommended who have attended or are attending the Graduate School at Cornell University. If the applicant's first language is not English, comment on his or her ability to read, write, speak, and teach in English.

Signature: _____ Date: _____

Name: _____ Title: _____

E-mail address: _____ Telephone: _____

Institution: _____
name address

Mailing the completed recommendation letter: Seal the recommendation letter and this completed form in an envelope and sign your name across the seal. Return the signed, sealed envelope to the applicant well before the deadline indicated. If you do not want to return the recommendation to the applicant, you can send it directly to the field of study to which the applicant is applying. The address should be written-in by the applicant above, or can be found at www.gradschool.cornell.edu.

This recommendation will remain confidential during the admission process and will be used by the Graduate School in its procedures relative to admission and fellowships. If the student has not waived the right of access to the recommendation, it will become accessible to the student only if he or she enrolls in the Graduate School.