CONFIDENTIAL RECOMMENDATION FORM

Master of Science in Regulatory Affairs

**San Diego State University**

**Applicant:**

Please supply the information requested below. You may solicit more than the three required evaluations if, in your opinion, the information they provide would significantly affect the consideration of your application.

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 gives students (persons admitted and enrolled) the right to inspect letters of recommendation written in support of applications for admission. The law also permits students to waive that right if they choose, although such a waiver must be voluntary and cannot be a condition of admission. Check one of the statements below and sign where indicated:

\_\_\_\_\_ I reserve the right to inspect this recommendation.

\_\_\_\_\_ I waive the right to inspect this recommendation.

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

**Recommender:**

Please supply the information requested on both sides of this form. If you need to use additional paper, please staple them to the back of this form. Your comments will be held in confidence if the applicant has signed the waiver statement above.

Name of Recommender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position or Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Under what circumstances have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please evaluate the applicant as fairly as you can in each of the categories by placing an “X” in the appropriate position beneath the scale at the top:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Truly**  **Exceptional** | **Outstanding** | **Above**  **Average** | **Average** | **Below**  **Average** |
| Skills in oral communication |  |  |  |  |  |
| Writing skills - technical |  |  |  |  |  |
| Writing skills - business |  |  |  |  |  |
| Analytical skills |  |  |  |  |  |
| Creative qualities/capabilities |  |  |  |  |  |
| Level of attention to detail |  |  |  |  |  |
| Leadership potential |  |  |  |  |  |
| Academic potential |  |  |  |  |  |
| Potential for future managerial success |  |  |  |  |  |

1. Please use the space below (and additional sheets, if necessary) to make comments you think important concerning this applicant. We would especially appreciate your comments about **a)** the applicant’s oral and written communication skills, **b)** the applicant’s leadership potential, **c)** the relevance of graduate work in regulatory affairs to the applicant’s future, and **d)** the applicant’s intellectual ability and capacity for advanced graduate work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommender’s signature Recommender’s Name (please type or print)

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Street Address Area code Telephone number

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City State Zip code

**Please email this form directly to regsci@sdsu.edu.**