

# Recommendation Form for Graduate Study



Graduate Admissions  
Office of the University Registrar  
Stanford University

**Instructions:** Use this recommendation form *only* if a recommender will *not* be submitting the letter and evaluation online. Fill in the following information: your name, department to which you are applying, degree objective, and term for which you are applying. Indicate whether you are waiving your right to see the recommendation. Your recommender must submit this form in addition to a letter of recommendation, and should seal the letter and the completed form in a letterhead envelope if possible, sign across the seal, and mail them directly to the department to which you are applying. Provide your recommender with the application deadline and the complete department address.

Please type or print

Applicant Last Name First Name Middle Name

Department Degree Term

*Under the Family Educational Rights and Privacy Act of 1974, enrolled students have access to educational records concerning them. Students are also permitted to waive their rights of access to recommendations.*

- I DO WAIVE my right to inspect the contents of the following recommendation. I understand that Stanford University reserves the right to use the recommendation as part of any selection process for a different graduate program, for a particular dissertation laboratory, or for financial support derived from any source available to the University.
- I DO NOT WAIVE my right to inspect the contents of the following recommendation.

**Recommender:** This recommendation will remain confidential during the admission process. This recommendation may also be used as part of a selection process for a different graduate program, for a particular dissertation laboratory, or for financial support derived from any source available to the University. *Note: if an admitted and enrolled applicant did not waive the right to read the letter, s/he may read it.*

Recommender Last Name First Name Middle Name

Institution/Organization Street Address

City State Country Postal Code

Title Field Applicant's reported relationship to you

Email Address Telephone Number

Identify the most selective group to which you are comparing the applicant:

- Undergraduates     Master's-level students     Doctoral-level students  
 Other; indicate the other group: \_\_\_\_\_

How many years have you evaluated people in this group? \_\_\_\_\_

Approximately how many people in total are in the group over those years? \_\_\_\_\_

In overall ability, as appropriate to graduate studies, this candidate is among the:

- Top 1-2%     Top 5%     Top 10%     Top 25%     Second quarter     Third quarter     Bottom quarter

Admission to graduate study at Stanford is:

- Strongly recommended     Recommended     Recommended with reservations     NOT recommended

Include a letter about the student's qualifications, potential to carry on advanced study in the field specified, intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, and potential for teaching. Descriptions of significant actions, accomplishments, character, and personal qualities related to scholarly achievement are particularly helpful.