LETTER OF RECOMMENDATION FOR GRADUATE APPLICANT

TO APPLICANT:
Complete the top part of this form. Print your name in item #1. Item #2 is optional. Sign your name in item #2 only if you wish to waive your right of access to this letter. Please give this form to a referee to complete. The referee should be someone who is well acquainted with you and your educational abilities.

Return to:
Admissions Committee
Department of Linguistics
University at Buffalo
The State University at Buffalo
609 Baldy Hall
Buffalo, New York 14260-1030

1. _____ / _____ / _____
Last Name (Family) First Name (Given) Middle Initial

2. (Optional) I hereby waive my rights of access to this confidential recommendation as provided in the Educational Rights and Privacy Act of 1974.

_____ / _____
Signature Date

TO REFEREE:

Past experience suggests that it may be useful for us to give you some comments on what kind of information is customary in letters of recommendation to graduate schools in the US. Only candidates with solid preparation and superior potential are admitted to the department. Competition for assistantships is intense, and only the best domestic and international students who are admitted receive an *offer* of financial support. These decisions are based on institutions previously attended, level of performance as shown by transcripts, standardized test scores (GRE and TOEFL), and letters from professionals who know the candidate well. Your letter is an important part of this process and will be read carefully. We realize that the student you are recommending may not be able to come here to study without financial support, and so we urge you to write your letter with care in order to maximize his/her potential.

Using your official letterhead, please state your opinion of the applicant's ability to carry on advanced study and research in Linguistics, teaching potential, and ability to pursue a successful graduate career in a Ph.D. program at a major university in the United States. Briefly describe and comment on specific research that the candidate has completed giving detailed examples. Describe situations in which the candidate has demonstrated intellectual and academic leadership by outperforming and leading his/her peers. The more specific you can be the better. Keep in mind that your letter will be read in the context of the candidate's other credentials, and should have a realistic relationship to them.

Please sign the letter on your official stationary, attach it to this form, and ***return them directly to the above address***. If the applicant has signed item #2, the confidentiality of this letter of recommendation is assured.

Name: _____ Relation to applicant: _____

Title and institution: _____ Length of contact: _____

Please rate this applicant in comparison with other individuals you have known at a similar point in their career (check ✓):

	Outstanding Top 10%	Noteworthy Next 10%	Above Average Next 20%	Average Next 20%	Below Average Lower 40%
Intellectual ability					
Originality					
Industriousness					
Overall					

If you feel this candidate is among the top 2%, please state so in your letter.