

**COLORADO STATE UNIVERSITY  
DEPARTMENT OF BIOLOGY**

**Application for Graduate Study – Letter of Recommendation**

NAME OF APPLICANT: LAST OR FAMILY NAME		FIRST	MIDDLE
Colorado State- ID –Number	DEGREE PROGRAM (M.S. OR Ph.D.)		APPLICATION DEADLINE

**TO THE APPLICANT:** Please fill in the information requested above and then give the form to an instructor, employer, faculty member, or scientist who has current or recent knowledge of your academic and /or research experience and ability. Request that the completed form be mailed /delivered directly to you in a sealed and signed envelope. Mail the sealed envelope to the Biology Graduate Coordinator along with your Statement of Goals, Checklist of Faculty, Checklist of Research Interests forms. If the recommender prefers, he/she may mail or fax it directly to the Biology Graduate Coordinator.

PLEASE COMPLETE AND SIGN THE FOLLOWING STATEMENT BEFORE SUBMITTING THIS FORM TO THE RECOMMENDER. This request is in compliance with Federal Law P.L. 93-380 (Family Educational Rights and Privacy Act of 1974 and its amendments). Waiver of your right to access is not required for admission to the program and is voluntary on your part. You have the option of (1) signing the following waiver, or (2) declining to do so.

1. I EXPRESSLY WAIVE any rights I might have to access this letter of recommendation under Family Educational Rights and Privacy Act of 1994.

\_\_\_\_\_ DATE

\_\_\_\_\_ SIGNATURE OF APPLICANT

2. I DO NOT WAIVE my right of access to this letter of recommendation.

\_\_\_\_\_ DATE

\_\_\_\_\_ SIGNATURE OF APPLICANT

**TO THE RECOMMENDER:** Your recommendation will remain confidential during the admission process. If the student has not waived the right of access to the recommendation, then it will become accessible to the student only if he/she enrolls in this graduate program.

Please return this form to the applicant in a sealed envelope with your signature across the seal or, if you prefer, mail it directly to: **Graduate Biology Coordinator, Department of Biology, Colorado State University, Fort Collins CO 80523-1878.** You may fax this form to: Graduate Biology Coordinator, FAX: (970) 491-0649.

**SUMMARY EVALUATION: ADMISSION TO GRADUATE STUDY IS**

Strongly recommended     Recommended     Recommended with reservations     NOT recommended

SIGNATURE		DATE
NAME (PRINT)		TITLE
INSTITUTION		
ADDRESS		
PHONE NO.	E-MAIL	

How well do you know this applicant? Very well \_\_\_\_\_ Reasonably well \_\_\_\_\_ Slightly \_\_\_\_\_

What is your relationship to the applicant (e.g., instructor, employer, friend, relative) \_\_\_\_\_

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

(OVER)

Please indicate your evaluation of the applicant's attributes by placing a mark on the continuum of ratings:

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
<b><u>PERSONAL ATTRIBUTES</u></b>					
(Includes initiative, imagination, intellectual capacity, self confidence, humility, compassion, integrity, perseverance, adaptability, achievement of excellence, capacity for hard work)					

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
<b><u>MOTIVATION</u></b>					
(Includes scientific curiosity, desire to serve people, desire to be a scientist, degree of motivation)					

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
<b><u>MATURITY &amp; JUDGMENT</u></b>					
(Includes knowledge of field, readiness to be a graduate student, ability to deal with problems, ability to work independently, common sense, leadership, self-reliance, acceptance of criticism, understanding of self and others)					

**Comments**

On this page or on your own letterhead page please describe the applicant's abilities and potential for graduate study. Comment on his/her scholarly achievements, performance in independent study or research programs, and potential for teaching, capacity for analytical thinking, ability to organize and express ideas clearly, or any other characteristics, such as, personal attributes, motivation, maturity & judgment that you deem relevant.

PLEASE RETURN TO:

Graduate Admissions Coordinator  
Department of Biology,  
Colorado State University  
Fort Collins, CO 80523-1878  
Phone: (970) 491-1923  
E-mail: [biogradsec@lamar.colostate.edu](mailto:biogradsec@lamar.colostate.edu)