



Nova Southeastern University  
 Enrollment Processing Services (EPS)  
 Attn: Graduate School of  
 Humanities and Social Sciences  
 3301 College Avenue  
 P.O. Box 299000  
 Fort Lauderdale, Florida 33329-9905

## Reference Form

**To the applicant:** For the convenience of the person completing this form, you should include a stamped envelope addressed to the above address.

### To be filled out by applicant

Under the federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records. However, those writing and assessing recommendations may attach more significance to them if it is known that they will remain confidential. It is your option to waive or retain your right to access these recommendations. For our school to accept this reference, you must check the appropriate phrase below and sign and date the form.

I waive my right     I do not waive my right to review this recommendation.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant's Name

### To be filled out by recommender

Please complete this form and attach a letter of reference written on your letterhead. We are particularly interested in your opinion of the applicant regarding the following: **ability to profit from graduate study, personal integrity and ethics, oral and written communication skills, sensitivity to others, and potential for being an effective professional in the field in which she or he is planning to study.**

How long have you known the applicant? \_\_\_\_\_

I know the applicant     slightly     fairly well     very well

How do you know the applicant? \_\_\_\_\_

My overall recommendation of the applicant is:

- highly recommended     recommended with reservations  
 recommended     not recommended

Recommender's Name: \_\_\_\_\_

Institution of Affiliation: \_\_\_\_\_

Recommender's Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Recommender's Signature: \_\_\_\_\_

