



# Recommendation for Admission

Recommendation documents will be used to evaluate an applicant for admission and may be used to determine scholarship awards and/or field placements before the applicant matriculates. They will not be used for any other purposes or be part of the student's education record.

**Part I: To be completed by the applicant** *Please type or print clearly in ink.*

Name last first middle former names

Current mailing address street city state zip

Phone Email

Program applying to

Date of birth        
month day year

**Applicant's access waiver:** I waive my right, provided by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), to examine this form and letter. I understand that my being granted or denied admission does not depend on my signing this waiver.

Applicant signature Date

I confirm that I did not write or draft this recommendation.

Applicant signature Date

**Part II: To be completed by the recommendation writer** *Please type or print clearly in ink.*

**Please complete both sides of this form and write a letter of recommendation. Submit both documents to the Office of Admissions.**

You have been asked to serve as a reference for an applicant to the Lewis & Clark Graduate School of Education and Counseling. Please note that the applicant may see this form and your letter unless he or she has waived his or her right to see them above. Thank you for your help.

Name

Title Organization

Phone Email

Address street city state zip

Yes  No May we contact you by phone or email for additional information regarding this candidate?

Signature Date



**1. Complete a letter of recommendation using the following guidelines.**

*In addition to this form*, please write a letter up to two pages long on letterhead. Please be objective, frank, and specific regarding both the strengths and the limitations of the candidate. We ask that you address the following in your candid appraisal of the applicant:

- *The candidate's potential to complete an intensive graduate-level academic program. Please share the evidence that led to your conclusions.*
- *What do you perceive as the candidate's current strengths?*
- *What do you perceive as the candidate's current weaknesses or challenges?*
- *Please make any comments regarding the candidate's personal qualities, academic potential, and professional promise in relation to the profession of counseling, educational leadership, or teaching.*
- *Please share anything that is important for us to know about the applicant.*

**2. Please use the following scale to rate this candidate in the areas listed below.**

1=low 2=below average 3=average 4=above average 5=high NA=no basis for judgment in this area

	1	2	3	4	5	NA
Potential for graduate-level academic success						
Articulate oral expression of ideas						
Articulate written expression of ideas						
Commitment to continued learning						
Willingness to take risks						
Willingness and ability to embrace change						
Ability as a leader						
Understanding of human behavior						
Ability to work with persons of diverse backgrounds						
Promotion and acceptance of diversity						
Ability to effectively collaborate with others						
Ability to initiate and carry through work projects						
Willingness to accept supervision						
Ability to work cooperatively						
Commitment to educational equity for all students						
Dependability						
Emotional stability						
Exercise of mature judgment						
Organization and effective time management						
Ability to cope with a stressful workload						
Counseling Psychology applicants only: Awareness of self-care						

**3. Please rate your level of recommendation.**

- Strongly recommend  Recommend  Recommend with reservations  Do not recommend

**4. How long have you known the candidate and in what capacity?**

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**Submission Instructions**

Enclose *both* the letter and this form in a sealed envelope and mail it directly to the Office of Admissions at the address below, or return the sealed envelope to the applicant for mailing. You may also scan the form and your letter and email them to [gseadmit@lclark.edu](mailto:gseadmit@lclark.edu) or fax them to 503-768-6205.

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