

**Recommendation for Graduate Studies**

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last Name (Family Name) First Name Middle/ Maiden Name

**TO BE COMPLETED BY APPLICANT:**

Waiver of right of access to confidential statement: "I have asked \_\_\_\_\_ to write a letter of recommendation for me in support of my background and experience. I hereby waive my right to inspect the letter which appears on this form and attachments of continuation. I understand I am not required by the institution to waive that right.

\_\_\_\_\_  
Student Signature Date

**TO BE COMPLETED BY PERSON WRITING THIS LETTER OF RECOMMENDATION:**

We would appreciate a confidential, frank statement from you concerning the applicant named above. Please tell us how well you think the applicant will do as a graduate student carrying on advanced study.

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

In what capacity? \_\_\_\_\_

Please rate the student by placing check marks in the chart below. In filling in the chart below, what is the group of students you are using as a basis for comparison? \_\_\_\_\_

	Outstanding	Very Good	Above Average	Average	Below Average	Unable to
	Top 3%	Top 10%	Top 30%	Upper 60%	lower 40%	Judge
Native intellectual ability						
Breadth of knowledge in Chem. & Bio. Eng.						
Imagination and probable creativity						
Persistence and work ethic						
Ability to express self orally						
Writing Skills						

Do you feel that the student has intellectual or research abilities not reflected in his/her grade-point average? If so, please explain.

\_\_\_\_\_

It would be helpful to our evaluation process if you could, on the back of this page or on a separate letter, prepare a brief narrative statement describing the qualities of the applicant and your assessment of his/her potential for success in the degree program for which he/she has applied. Specific observations are more meaningful than vague or general statements.

Name (please print) \_\_\_\_\_ Position \_\_\_\_\_ at \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this reference directly to:** Graduate Admissions  
 Department of Chemical and Biological Engineering  
 303 Furnas Hall  
 State University of New York at Buffalo  
 Buffalo, NY 14260-4200