

## RECOMMENDATION FORM

**To the Applicant**—Please complete the section below. Indicate the location to which the recommender should forward this form.

Office of Graduate Admission  
Pace University  
One Pace Plaza  
New York, NY 10038-1598 USA  
Phone: (212) 346-1531  
Fax: (212) 346-1585  
E-mail: gradnyc@pace.edu

Office of Graduate Admission  
Pace University  
One Martine Avenue  
White Plains, NY 10606-1932 USA  
Phone: (914) 422-4283  
Fax: (914) 422-4287  
E-mail: gradwp@pace.edu

Applicant Name \_\_\_\_\_  
First Middle Last

Applicant Address \_\_\_\_\_  
\_\_\_\_\_

Applicant Day Telephone (\_\_\_\_\_) \_\_\_\_\_ Evening Telephone (\_\_\_\_\_) \_\_\_\_\_  
Area Code / Number Area Code / Number

Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_  
Area Code / Number

Location ☐ New York City ☐ Westchester

Applicant Entry Term ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer I \_\_\_\_\_ ☐ Summer II \_\_\_\_\_  
Year Year Year Year

**To the Recommender**—Please complete both sides of this form and return it to the Office of Graduate Admission indicated above.  
If you wish to use a letter or a different format, please feel free to do so. Thank you for your assistance.

Name of Recommender (Please print) \_\_\_\_\_

Signature of Recommender \_\_\_\_\_  
Month / Day / Year

Position or Title \_\_\_\_\_ School or Firm \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone (\_\_\_\_\_) \_\_\_\_\_  
Area Code / Number

In what capacity have you known the applicant? \_\_\_\_\_

What is your overall recommendation?

☐ Strongly recommend ☐ Recommend ☐ Recommend with some reservation ☐ Do not recommend



The Admission Committee would appreciate your candid appraisal of the applicant.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgement
Intellectual Ability						
Ability to Work with Others						
Ability in Written Expression						
Ability in Oral Expression						
Maturity						
Initiative/Independence						
Creativity/Originality						
Potential for Career Advancement						

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments that demonstrate them. Describe the applicant's current assignment and special responsibilities, if applicable.

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Please assess the applicant in the following areas:

- a. area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. potential for achievement in graduate study
- c. potential for professional achievement

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