

## Recommendation Form

### TO THE APPLICANT:

Type your name and address on a return envelope, affix postage, and submit it and this form, after providing the information requested below, to the recommender. The sealed envelope containing the completed evaluation should be included in your application packet. **DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY THE RECOMMENDER.** Recommendations may also be submitted online.

Information to be provided by the applicant:

M.S. Program Name		
Last Name	First Name	Middle Initial
Address		
City	State	Zip Code
Name of Recommender		
Check one: <input type="checkbox"/> I waive my right to see the following recommendation. <input type="checkbox"/> I do not waive my right to see the following recommendation.		
Signature		Date

### TO THE RECOMMENDER:

The individual named above is applying for admission to the Columbia University M.S. program indicated above.

Columbia Continuing Education M.S. programs are rigorous. Admission is highly selective and your evaluation will help us maintain the highest possible standards for our incoming class. The information you provide here is extremely valuable to the admissions committee and we appreciate time your time and candor.

Please write a letter of recommendation (details below) on professional letterhead, complete the applicant rating form, and enclose both in the pre-addressed, stamped envelope provided by the applicant. To ensure confidentiality, please sign across the seal of the envelope before returning it to the applicant.

#### Letter of Recommendation

We encourage you to provide as much information as possible about the applicant. In particular, please comment on and provide examples of the applicant's intellectual ability and professional promise within the industry; capacity to think critically and communicate effectively in writing; and ability to engage in a rigorous academic program of study. Please note that only letters submitted on professional letterhead will be accepted.

For the following programs, the admissions committee asks you to comment on these specific attributes:

Actuarial Science, Bioethics, Communications Practice, Fundraising Management, Information and Knowledge Strategy, Negotiation and Conflict Resolution and Sustainability Management:

The applicant's intellectual strengths and professional promise.

Construction Administration:

The applicant's professional background, job performance, and capacity to complete a rigorous, academic program and assume high-level administrative responsibilities within the construction industry.

Landscape Design and Narrative Medicine:

The applicant's capacity to engage in a rigorous design program that calls for maturity, stamina, and the ability to receive and provide criticism.

Sports Management:

The applicant's suitability for the program and ability to complete rigorous graduate study.

Strategic Communications:

The applicant's ability to think critically, to analyze and organize complex information, and to write clearly and articulately.

Technology Management:

The applicants professional performance and future potential as a technology leader.

### Applicant Rating

In addition, we encourage you to use the categories in the applicant rating section to expand upon the applicant's abilities.

Please rate the applicant in relation to his or her peers in the following areas using the following scale:

**1: Exceptional      2: Outstanding      3: Good      4: Average      5: Poor      6: Unable to judge      7: Not applicable**

Analytical ability: \_\_\_\_\_

Interpersonal relations: \_\_\_\_\_

Oral communication skills: \_\_\_\_\_

Ability to adapt to new technologies: \_\_\_\_\_

Written communication skills: \_\_\_\_\_

Maturity: \_\_\_\_\_

Initiative: \_\_\_\_\_

Organizational ability: \_\_\_\_\_

Ability to work as part of a team: \_\_\_\_\_

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

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

Please list the applicant's outstanding talents:

In which areas could the applicant grow or improve?

Signature of Recommender

Date

Name (please print)

Position/Title

Organization

Address

Telephone Number

E-Mail Address