

Letter of Reference

Graduate Management Studies

SJC Long Island
155 West Roe Boulevard
Patchogue, NY 11772
631.687.4501
www.sjcny.edu



Applicant's last name _____

First name _____

TO THE RECOMMENDER

The person whose name appears above is applying for admission to one of the St. Joseph's College Graduate Management Studies programs. The graduate admissions office seeks your opinion regarding the applicant and your judgment regarding the applicant's ability to successfully complete advanced study in this field. Your help is appreciated and your recommendation will be given serious consideration by the graduate admissions office.

1. In what capacity have you known the applicant?

- Teacher Academic adviser Employer/supervisor

2. How long have you known the applicant?

- Less than one year One to three years Three to five years More than five years

3. Please rate the applicant on the following characteristics:

	Top 10 percent	Top 25 percent	Top 50 percent	Below 50 percent	Not observed
Academic performance					
Intellectual ability					
Motivation for proposed field of study					
Oral communication					
Written communication					
Interpersonal skills					
Leadership skills					
Overall evaluation as an applicant for graduate study					

Please provide a brief narrative of the applicant's strengths and weaknesses in the space below. Use the reverse side or a separate sheet if desired.

Name of recommender _____ Signature _____

Title _____ Organization _____

Address _____

Phone _____ Area code _____ Number _____ Email address _____