

LETTER OF RECOMMENDATION

Section 1 – Applicant should complete this section. Please print or type.

Enter Applicant’s name as it appears inside the online application (and passport, if you are an international Applicant).

Mr. / Mrs. / Miss (circle one)

Family Name	Given Name	Middle
Email Address	Date of Birth	

The Applicant is applying for the following program (circle one): MS PhD
 Is the Applicant applying for departmental financial funding based on merit? Yes No

Waiver of Right to Access Confidential Statements

“I have asked _____ to write a recommendation for me in support of my background and experience. I hereby waive my right to inspect the letter that appears with this form. I understand that I am not required by the institution to waive this right as a condition of admission.”

 Signature of Applicant

Section 2 –Referee should complete this section.

A. We would appreciate a confidential statement attached to this form concerning the above-named Applicant. Please comment on the Applicant’s academic and/or work performance, reliability and development potential for graduate studies with an emphasis on field specific aptitudes, creativity, intellectual curiosity, and general ability to succeed in graduate school. Attach this form to your statement and distinguish between the Applicant’s potential as a professional master’s degree candidate and his/her potential as a research-oriented doctoral candidate.

B. Please enter the numeric/text values for the percentage scale to be used when comparing an Applicant to his/her peers (Examples: Top 5, 25, Bottom 50).

	Top 5%	Top 10%	Top 25%	Top 50%	Below 50%
Native Intellectual Ability					
Imagination & Probable Creativity					
Intellectual Curiosity					
Oral Expressiveness					
Written Expressiveness					
Research Potential					

C. Please also rate this Applicant numerically on a scale from 0.0 to 4.0, where 3.0 mean minimally acceptable to receive financial funding on academic grounds and 2.0 means minimally acceptable to do graduate work. Only truly outstanding individuals should receive ratings of 3.9 or 4.0. My overall rating of this Applicant is _____.

Print Name _____
 Address _____
 Position _____ at _____
 Signature _____ Date _____

Do not return this form with the attached letter to the Applicant (or place in a sealed envelope prior to returning this form and letter to the Applicant). Please mail it directly to:

University at Buffalo
 Department of Computer Science & Engineering
 Attention: Graduate Admissions Office
 Davis Hall - Room 338
 Buffalo, New York 14260-2500 USA