



Instructions: Print off, complete and submit. Address provided on page 2.

REFERENCE FORM

School of Public and Environmental Affairs—Indianapolis

SCHOOL OF PUBLIC
AND ENVIRONMENTAL
AFFAIRS

Name of applicant _____

Student SSN or ID Number _____

The Family Education Rights and Privacy Act of 1974 opens many student records for the student’s inspection. The law also permits the student to sign a waiver relinquishing his/her rights to inspect letters of recommendation. The applicant’s signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Date _____ Student Signature _____

The person whose name appears above is applying for admission to a degree program in the School of Public and Environmental Affairs. The purpose of this program is to provide an opportunity for students to develop knowledge, abilities, attitudes, and understandings which will constitute a foundation for their growth into competent and responsible managers. It would be of great assistance to the Admissions Committee if you would give us your assessment of the applicant. Please comment briefly on the points listed below. Your responses will be used by the Committee to evaluate this candidate’s potential for successfully completing this program. If you prefer, the Committee would welcome your comments in any alternative format you think is suitable.

What is the extent and nature of your acquaintance with the applicant? _____

Please check one of the following:

- Highly Recommend
- Recommend with confidence
- Recommend
- Recommend with reservation
- Not Recommended

To help with the admissions process, the admissions committee requests a written narrative statement by you, setting forth your candid appraisal of such factors as the applicant’s intelligence, academic achievement (if known), contribution to his/her school and/or home community, career orientation, interests, character, and personality. Also, please complete the table on the page 2 of this form.

GRADUATE PROGRAMS

Business/SPEA Building
Room 3027
801 West Michigan Street
Indianapolis, Indiana
46202-5152

317-274-4656

When completed, please forward this form and your letter to:

Graduate Admissions Office
 School of Public and Environmental Affairs
 Indiana University–Purdue University Indianapolis
 801 West Michigan Street, BS 3027
 Indianapolis, IN 46202-5152

Please indicate on the following chart your impression and knowledge of the applicant:

	Unusually Outstanding (Top 2%)	Superior (Top 5%)	Excellent (Top 15%)	Good (Top Third)	Average (Middle Third)	Poor (Bottom Third)	Not Observed
Interest in chosen field of study							
Ability to learn							
Originality & intellectual creativity							
Imagination							
Ability to carry out assigned tasks							
Ability at problem-solving							
Ability to function effectively							
Leadership qualities							
Ability to apply learned material to skills							
Capabilities for independent work							
Written expression							
Oral expression							
Perseverance toward goals							
Relationships with others							
Personal responsibility							
Ability to work under stress							
Potential for growth							

Signature _____ Date _____

Name (Please PRINT or TYPE) _____

Address _____
Organization

Street Address

City

State

Zip

Phone (____) _____

We thank you for your valuable feedback!