



700 New Scotland Avenue Albany, New York 12208
 518/438-3111 www.mariacollege.edu

REFERENCE REPORT ON APPLICANT FOR ADMISSION

TO THE RETURNING STUDENT APPLICANT: Fill in your name and submit this form to your employer/supervisor or other individual of your choice. By giving this form to your employer/supervisor or other individual, you release the respondent to give a recommendation in confidence to **MARIA COLLEGE**.

NAME OF APPLICANT _____
last first middle

RECOMMENDATION / EVALUATION

1. How long, how well, and in what capacity have you known the applicant?

2. For Employer/Supervisor Respondent Only:
 - a) On the basis of your experience with employees, please rate the applicant in terms of professional skills and potential:

	Below Average	Average	Above Average	Outstanding
Ability for written expression				
Ability for oral expression				
Overall intellectual ability				
Motivation towards learning				
Independence and initiative				
Work attendance record				

b) Summary Evaluation: Taking into consideration the applicant's strengths and weaknesses, *and* his/her intended major field of study, please estimate the applicant's potential for success in college studies.

- May encounter some difficulty
- Average
- Above Average
- Superior

COMMENTS:

(over)

C) Specific recommendation

- Highly recommended
- Recommended
- Prefer not to make a recommendation

3. To your knowledge are there any special services which the college could provide for the applicant?
Yes_____ No_____

If yes, please comment:

4. Please continue your assessment of the applicant with any additional comments you feel would be helpful. In particular, any information concerning circumstances that may have affected the applicant's academic performance would be greatly appreciated.

TYPED NAME_____TITLE_____

PLACE OF BUSINESS_____TELEPHONE_____

SIGNATURE_____DATE_____

We appreciate whatever information you are able to give us regarding this candidate and all information will be held in strict confidence.

Sincerely,

Laurie A. Gilmore

Laurie A. Gilmore
Director of Admissions

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