

# College of Arts and Sciences Graduate Applicant's Letter of Reference Form



Please return directly to:  
**Adelphi University**  
**Office of University Graduate Admissions**  
**One South Avenue**  
**P.O. Box 701**  
**Garden City, NY 11530-0701**

## Part A. To Be Completed By Applicant

**Letter must be written by academic or professional references. Letter from family/friend will not be accepted.**

Name \_\_\_\_\_ Other Name(s) Used on Transcripts \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Social Security Number\* \_\_\_\_\_

\*Your Social Security Number will be used by the Office of University Graduate Admissions for identification purposes only. The Social Security Number is used to ensure the proper identification of transcripts and other application materials that may arrive under a married or changed name.

Telephone Number \_\_\_\_\_

**Please indicate which program you are applying for:**

- M.A. Art Education
- M.S. Biology
- M.F.A. Creative Writing     Poetry     Fiction     Dramatic Writing
- M.S. Environmental Studies
- M.A. Studio Art

I HEREBY WAIVE MY RIGHT OF ACCESS TO INFORMATION RECORDED ON THIS FORM AND ANY SUPPLEMENTARY SHEETS ATTACHED TO IT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part B. Narrative—To Be Completed By Recommender (Attach a typewritten narrative to this form.)

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Number of years you have known the applicant \_\_\_\_\_

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

Additional instructions on other side of this page →

As the writer of this narrative, you are required to give a frank assessment of the applicant. The Committee on Admissions seeks your opinion regarding the applicant's character and personality and your judgment regarding the candidate's ability to master advanced study in his/her chosen field. Please respond to the following where applicable:

- Length and nature of your relationship with the applicant
- Information not likely to be available from other sources
- Applicant's unique abilities, strengths, and limitations
- Special personal qualities, capacities, and interests that distinguish this applicant from others

**Do not return this form to the applicant.**

Please return this form and your typewritten narrative directly to:

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Adelphi University is committed to extending equal educational opportunity to all who qualify academically.