**RECOMMENDATION FORM FOR ADMISSION**

**Augsburg College Graduate Studies • Master of Business Administration, Master of Arts in Leadership or Master of Fine Arts in Creative Writing**

**To the Applicant:**

Please give this recommendation form to a supervisor or co-worker who is familiar with your professional skills, or to a professor who is familiar with your academic abilities. Before you do, however, please indicate whether you reserve the right to review the recommendation once it is written or you waive your right to access this information.

🞏 I retain my right to review this recommendation. 🞏 I waive my right to review this recommendation.

I am applying for the 🞏Master of Business Administration 🞏Master of Arts in Leadership 🞏 Master of Fine Arts in Creative Writing

Name of applicant (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the Writer of this Recommendation:**

Thank you for your willingness to provide information to Augsburg College. Please give your assessment of the applicant’s professional and/or academic abilities and readiness for graduate education. Please be candid in your assessment of the applicant. Using the checklist on the reverse side, please compare the applicant with others you have known during your professional career. For each of the categories below, please place the applicant in the appropriate reference group by marking an X.

After completing the checklist, please expand in a typed letter on the following:

**MAL:**

1. In what capacity have you know the applicant and for how long?
2. Evaluate the applicant’s potential for graduate study and for assuming more advanced leadership positions.

**MBA:**

1. How long and in what capacity have you know the applicant?
2. Please comment on the applicant’s managerial and leadership skills. What do you see as the applicant’s strengths and weaknesses in this regard?
3. Why would you consider the applicant to be a good candidate for graduate school?
4. Is there any additional information you feel would be beneficial to the Admissions Committee?

**MFA:**

1. In what capacity have you known the applicant and for how long?
2. Describe the candidate’s potential to complete independent creative and critical work.
3. Discuss the candidate’s ability to work with others and capacity to give and receive criticism of creative work.

Please mail the checklist and your letter directly to the Graduate Studies Admissions Office at the following address. Thank you.

Graduate Studies Admissions Office

Campus Box 65

Augsburg College

2211 Riverside Avenue

Minneapolis, MN 55454

We gratefully acknowledge the time and care you have taken to complete this checklist and letter of recommendation. Since Augsburg’s decision cannot be made until references have been received, we would appreciate your completion of the checklist and letter of recommendation at your earliest convenience. The deadlines for applicants to submit materials are as follows:

**Submission Deadline**

Your must submit this letter by these dates:

MAL MBA MFA

Fall Hybrid June 15th Fall August 15th February 15th—Priority deadline

Fall Classic August 15th Spring(Jan.) December 15th May 1st—Final deadline for current year

Winter (Jan.) December 15th Summer (May) April 15th

Spring (May) March 15th

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Evaluator name (print) Title Organization

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Evaluator signature E-mail or phone

**Recommendation Checklist**

Please compare the applicant to others you have known during your professional career. For each of the categories below, please place the applicant in the appropriate reference group by marking an X.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Unable to Comment** | **Below Average (lower 35%)** | **Average**  **(middle 30%)** | **Above Average**  **(top 35%)** | **Outstanding**  **(top 10%)** |
| Intellectual/Analytical Ability |  |  |  |  |  |
| Self awareness/maturity |  |  |  |  |  |
| Potential for Leadership |  |  |  |  |  |
| Integrity |  |  |  |  |  |
| Motivation/Initative |  |  |  |  |  |
| Flexibility/adaptability |  |  |  |  |  |
| Creativity/ innovativeness |  |  |  |  |  |
| Self-Confidence |  |  |  |  |  |
| Written Skills |  |  |  |  |  |
| Oral and presentation skills |  |  |  |  |  |
| Tolerance/open-mindedness |  |  |  |  |  |
| Potential for career advancement |  |  |  |  |  |

**Summary Evaluation**

Please check one.

\_\_\_\_ I strongly recommend this applicant for admission and feel that he/she has the capability to perform at a superior level.

\_\_\_\_ I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.

\_\_\_\_ I feel that the applicant’s qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.

\_\_\_\_ I do not recommend this applicant for admission to the Augsburg College Master of Social Work Program.