

LETTER OF RECOMMENDATION

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

Mr.
Mrs.
Miss

Family Name

Given Name

Middle

Special field or area of research interest (if known)

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 – Referrer 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 rate the applicant compared with graduate applicants you have known in the past. Indicate the appropriate point or range on the following scale:

	99%-tile	75%-tile	50%-tile	25%-tile
Native Intellectual Ability				
Imagination & Probable Creativity				
Intellectual Curiosity				
Oral Expressiveness				
Written Expressiveness				

C. Please also rate this applicant numerically on a scale from 0.0 to 4.0, where 3.0 means 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. Please mail it directly to:

University at Buffalo
Department of Computer Science & Engineering
Attention: Graduate Admissions
Bell Hall Room 201
Buffalo, New York 14260-2000 USA

Please Note: The Graduate Admissions Committee of our department includes graduate student representatives.