

LETTER OF REFERENCE

Professional/Workplace Peer/Team (please check one box)

Name of Applicant: _____
Last (Family) First (Given) Middle App ID

Name of Recommender: _____
Last (Family) First (Given) Rec ID

Job Title: _____ Address: _____

Organization: _____

May we contact you at work regarding this applicant? Yes No Telephone: _____

When have you had the most frequent contact with the applicant? Email: _____

From (month/year) _____ To (month/year) _____ Are/were you the candidate's direct supervisor? Yes No

How long have you known the applicant? Years _____ Months _____ Did you use a translator? Yes No

Translator Name: _____ Translator Telephone: _____

This recommendation will remain confidential. If the applicant is admitted, this recommendation may also be used as part of any selection process for a different graduate program or for financial support derived from any source available to the University.

SIGNATURE OF RECOMMENDER

DATE

TO THE RECOMMENDER

The most useful recommendations provide detailed descriptions, candid anecdotes, and specific evidence that highlight the candidate's behavior and impact on those around her or him. This kind of information helps us distinguish the very best applicants from a pool of many well-qualified candidates.

While we recognize that you are extremely busy, it is most helpful to the candidate if you answer the specific questions that we ask. Please write your answers to the following questions in a separate document and upload them into the online application. **Most recommenders find two to four pages (double-spaced, using 12-point font) sufficient to relay their impressions and perspectives.**

Thank you for your effort and time.

REFERENCE QUESTIONS

- 1 Please describe your relationship to the candidate, and describe the circumstances under which you have known her or him.
2. How does the candidate's performance compare to other well-qualified individuals in similar roles?
3. What (if any) legacy has this candidate left on your organization?
4. Describe the most constructive feedback you have given the candidate. Please also detail the circumstances that caused you to give the feedback.
5. Is there anything else (positive or negative) we should know about the candidate?

TO THE APPLICANT

Name of Applicant: _____
Last (Family) First (Given) Middle Name you prefer to be called

I understand that United States federal law provides me, after enrollment, with a right of access to this Letter of Reference if it is retained by the School, and that no school may require me to waive this right.

- I DO WAIVE my right to inspect the contents of this Letter of Reference. I understand that if I am admitted, Stanford University reserves the right to use the recommendation as part of any selection process for a different graduate program or for financial support derived from any source available to the University.
- I DO NOT WAIVE my right to inspect the contents of this Letter of Reference.

SIGNATURE OF APPLICANT

DATE