

Colorado State University, College of Business  
 Graduate Admissions Office  
 1270 Campus Delivery  
 Fort Collins, CO 80523-1270 USA  
 Phone: (970) 491-3704; Toll-free: (800) 491-4622 ext 2  
 Fax: (970) 491-3481  
 E-mail: [GradAdmissions@business.colostate.edu](mailto:GradAdmissions@business.colostate.edu)  
 Web: [www.biz.colostate.edu/degreesCertificates/](http://www.biz.colostate.edu/degreesCertificates/)



**RECOMMENDATION FORM**

**TO THE APPLICANT**

Complete the section below and provide your reference with transmittal instructions (see below).

(Last Name)	(First Name)	(Initial)
Program applying for:	Master of Accountancy	*****O UDC 'lp'EKU
	MSBA in Hkpcpekn'Tkum'O cpci go gpv*****Qp/eco r wu'O DC'Rtqi tco	
	Mcuvt"qh'Management'Rtceveg"*O O R+*****Qpikpg'O DC'Rtqi tco	

Recommendations may be faxed, emailed or sent using the mail system. Recommendations should be sent to the locations shown in the upper left corner of this form.

WAIVER: Under the federal law entitled the Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities, and promise. We invite you, therefore, but do not require you, to sign the following waiver.

I expressly waive any rights I might have to access of this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation or policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TO THE RECOMMENDER**

The person whose name appears above is applying for admission to the Colorado State University College of Business and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would appreciate your candid evaluation of the applicant, and we thank you for your time and effort.

Our admission procedure request that the applicant gather all documents including three recommendations and submit these materials with the application. After completing this form, please enclose it in the envelope given to you by the applicant. Seal the envelope, sign across the seal, and return to the applicant for submission or you may mail it directly to the address above. In responding to the following questions regarding the applicant's qualifications, please use additional paper if necessary. Supporting documentation may be attached.

Name of individual completing this form: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Organization/Institution: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State or Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

How long and in what capacity have you known the applicant?

What are the applicant's major strengths?

What are the applicant's most noticeable weaknesses or areas for improvement/growth?

Provide any additional comments you may wish to make concerning the applicant's aptitude for advanced study or his/her potential for becoming a successful manager and leader, if appropriate.

GMAT Waiver Petition Reference: If this candidate is petitioning for a waiver to the GMAT, one individual completing a recommendation form must be able to verify that the resume presented for consideration by the College of Business is a true and accurate representation of their career progression.

Are you an individual who can attest to the accuracy of the resume presented by this MBA candidate to the College of Business?    Yes        No

Comments:

Please compare the applicant with others you have known during your professional career and mark the appropriate box for each category listed. Please rate the applicant on the qualities listed below in comparison to (check one):

Others applying to graduate business school who you have known.

Others in your organization who have exhibited managerial promise.

	INADEQUATE OPPORTUNITY TO OBSERVE	BELOW AVG. BOTTOM 33%	AVERAGE MIDDLE 33%	GOOD TOP 33%	VERY GOOD TOP 20%	OUTSTANDING TOP 10%	EXCEPTIONAL TOP 2%
INTELLECTUAL ABILITY							
MATURITY							
MOTIVATION							
LEADERSHIP							
WRITING SKILLS							
ORAL SKILLS							
CREATIVITY							
SELF-CONFIDENCE							
PERSONAL INTEGRITY							
ABILITY TO WORK WELL WITH OTHERS							

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_