

Overview of Recommendation Evaluation Process:

Within your CSU Apply application in the Program Materials section under the Recommendations tab, you will find the following language to guide your request for the Recommendation Evaluations. You will be able to input your evaluators' contact information, including name and email address, as well as write a Personal Message/Note so that you may personalize your request. Once the email request is submitted, the CSU Apply system will send your email and a confidential link with the Graduate/Credential Program Recommendation Form (see page 2). The evaluator will need to respond with his/her/their evaluation and comments. Their completed form submission will then be recorded within CSU Apply records and shared with the admissions review committee.

CSU Apply Recommendation Directions (For your reference only, all evaluation requests must be sent and submitted via CSU Apply):

Three confidential Recommendation Evaluations from professionals in the field attesting to leadership and scholarship. One evaluation should be from a university faculty member (if possible) addressing your potential for academic success in a doctoral program, which can be detailed in the Evaluator Comments section. Recommendation evaluations are due back by May 8th. Evaluation responses are not required for application submission, but will need to be received prior to deadline for full consideration.

Please copy and paste the following language into your **Personal Message/Notes** section for each of your Recommendation Evaluation requests, in addition to any personalized information you would like to include:

Please complete the confidential Graduate/Credential Program Recommendation Evaluation, via the included link, for my application to the CSUSB Doctorate in Educational Leadership Program. **The deadline for submission of evaluations is May 8th**. In the evaluator's comments section, please detail relevant information related to my potential for academic success in the Ed.D. Program. Please also take into consideration relevant work, professional or personal experiences I have that align with the program mission:

"Program in Educational Leadership is to develop scholar-practitioner-leaders who respond to 21st-century challenges by promoting practices, policies, and programs committed to equity, social justice, and transformation."

Additional information about the Ed.D. Program can be found at edd.csusb.edu.

Graduate/Credential Program Recommendation Form

	* Indicates required fie
Relationship	
Position/role held by the candidate during the time you have known him/her?	
* Work location	
Years (inclusive) covered by your recommendation in format of From (yyyy)/To (yyyy)	



