

LETTER OF REFERENCE

School of Computer Science and Engineering
California State University, San Bernardino
5500 University Parkway, San Bernardino, CA 92407-2397

To the Applicant: Please complete information requested below and give this form to a person familiar with your educational/professional background and abilities (Please type).	
Name of Applicant (Last, First, MI)	
Address	Phone ()
Choose one: I do not waive my right to review this letter of reference _____ I do waive my right to review this letter of reference _____ Waiver of access to statements of recommendation is optional. I understand that letters and statements of recommendation concerning me are to be received and maintained by CSUSB, School of Computer Science and Engineering, and I hereby expressly and voluntarily waive any and all access rights I might have to such recommendations under the Federal Family Rights and Privacy Act, the California Information Act, or the laws, regulations, or policies. Signature _____ Date _____	

To the Recommender: Persons who have applied for admissions to CSUSB, whether or not they have been accepted for admission and enrolled therein, shall be permitted to inspect and review letters and statements of recommendations to which they have not waived their right of access (see above student waiver of access).

How long have you known the Applicant?		
In what relationship?		
Name of Reference:	Position/ Institution	Phone ()
Address		E-mail:
Signature _____ Date _____		

Please rate the applicant in comparison with others of the same age and position whom you have known.

	Upper 1 or 2%	Upper 10% but not upper 1 or 2%	Upper 25% but not upper 10%	Upper half but not upper 25%	Lower half	No basis for judgement
Native Intellectual Ability						
Imagination and Probable Creativity						
Breadth of General Knowledge						
Ability in Oral Expression						
Writing Ability						
Emotional Maturity						
Promise as a Teacher						
Overall recommendation as to promise as a professional in the field						

Overall Recommendation (check one): (use reverse side for comments if necessary)

- I recommend the applicant without reservation as an excellent prospect.
 I have some reservations, but would recommend the applicant as a good prospect.
 I have substantial doubts, but think the applicant should be given a chance to prove him/herself.
 I feel the applicant is not suited for the program.

RETURN THIS FORM TO THE ADDRESS AT THE TOP OF THIS REFERENCE LETTER

Revision: August 5, 2010 - ml