



# William & Mary School of Education

## APPLICANT RECOMMENDATION INSTRUCTIONS

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Your application to the School of Education requires three letters of recommendation from persons well-qualified to judge your character, as well as your scholarly and professional abilities. The form that follows **MUST** accompany the recommendation letter. Please complete the top section with your name and the degree program to which you are applying.

In accordance with the Family Educational Rights & Privacy Act of 1974, you may waive your right to inspect the recommendation by selecting the "Waive Rights" checkbox on the recommendation form. If you choose not to waive your rights, we recommend that you contact your references prior to submitting your application to ensure that they will be willing to complete a letter of recommendation on your behalf if you do not waive your right to read the letter.

After you have completed the top portion, please sign and date the recommendation form. You should then provide a signed form to each of your recommenders. The recommender should complete the rest of the form, sign and date it, and submit the form along with the letter of recommendation to:

The College of William and Mary  
School of Education  
Office of Academic Programs  
PO Box 8795  
Williamsburg, VA 23187

Fax: (757) 221-2293  
Email: [graded@wm.edu](mailto:graded@wm.edu)

The address, fax and email information is included on the recommendation form for your recommender.

All recommendation letters should be postmarked no later than January 15. If you have any questions regarding letters of recommendation, please contact the Office of Academic Programs at [graded@wm.edu](mailto:graded@wm.edu) or at (757) 221-2317.



Applicant Name: \_\_\_\_\_ Degree: \_\_\_\_\_ Program: \_\_\_\_\_

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☐ I have waived my rights to view recommendation letter

☐ I have not waived my rights to view recommendation letter

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The applicant listed above has applied to The College of William and Mary's School of Education and has listed you as a reference. Please give us your appraisal of the applicant in terms of the following qualities.

How long have you known this applicant? ☐ Less than 1 Year ☐ 1 to 3 years ☐ More than 3 years

In what capacity? \_\_\_\_\_

Compared to others with whom you have worked, how does this individual compare on the following dimensions?

Suitability to Field of Study	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Academic Potential	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Analytical Ability	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Quantitative Ability	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Research Ability	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Written (English) Communication	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Oral (English) Communication	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Interpersonal Skills	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Self-Confidence	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Motivation	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Resourcefulness	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Receptivity to Feedback	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Emotional Maturity	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Judgment	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge

Applicant Name: \_\_\_\_\_ Program: \_\_\_\_\_

Responsibility	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Dependability	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Capacity to Handle Stress	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Integrity	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Creativity	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Initiative	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Appreciation for Diversity	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge
Leadership Potential	<input type="radio"/> Top 5%	<input type="radio"/> Top 10%	<input type="radio"/> Top 25%	<input type="radio"/> Top 50%	<input type="radio"/> Below 50%	<input type="radio"/> Unable to Judge

Please attach your written evaluation of this applicant's potential in a graduate degree program. Please address the applicant's most outstanding talents, characteristics, skills, aptitudes or dispositions that might contribute to success in the chosen graduate program. Please be as specific as possible about the potential of this individual to succeed in the specific program chosen. Be sure to include any liabilities or weaknesses and how the applicant has overcome those in the past. Please include this form along with your letter or statement to:

The College of William and Mary  
School of Education  
Office of Academic Programs  
PO Box 8795  
Williamsburg, VA 23187  
Fax: (757) 221-2293  
Email: [graded@wm.edu](mailto:graded@wm.edu)

Recommender's Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Organization \_\_\_\_\_

By signing below, I certify that the information provided in this recommendation is true and complete without evasion or misrepresentation.

\_\_\_\_\_  
*Recommender's Signature*

\_\_\_\_\_  
*Date*