



**College of Agricultural, Consumer  
and Environmental Sciences**

Department of Agricultural Economics and Agricultural Business  
MSC 3169  
P.O. Box 30003  
Las Cruces, NM 88003-8003  
575-646-3215  
Fax: 575-646-3808

**LETTER OF REFERENCE FOR**

(LAST)

(FIRST)

(MIDDLE)

(MAIDEN)

who is applying to the Graduate School at New Mexico State University for admission and financial aid to study in the  
**Department of Agricultural Economics, ATTN: Dr. L. Allen Torell, Graduate Chair, Box 30003, MSC 3169, Las  
Cruces, NM 88003-8003**

CANDIDATE MUST SIGN ONE OF THE OPTIONS BELOW

**I request a CONFIDENTIAL reference and hereby waive my right to  
inspect it.**

Candidate's Signature

Date

**I request a NON-CONFIDENTIAL reference and hereby reserve the  
right to inspect it.**

Candidate's Signature

Date

(In accordance with the Family Educational Rights and Privacy Act of 1974 - As Amended)

**TO THE APPLICANT:** Please fill out the above and transmit this form to an instructor or former teacher acquainted with your educational and  
academic abilities.

**TO WRITERS OF LETTERS OF RECOMMENDATION:**

The information given in this recommendation will be considered confidential and will be used in the initial selection process only. This information will  
not become part of the student's permanent academic record. We are particularly interested in the ability of the applicant to:

- Pursue graduate studies
- Perform research
- Serve as a teaching assistant
- Serve in a professional capacity in the chosen field

We are also interested in the general character of the applicant. Please mail this form to the Chairman of the Graduate Committee in which the  
applicant plans to major.

In comparison with other graduate students you have known, rate the items below by a numeric score of 1 to 5; basing your ratings on the level of  
accomplishments you have come to expect of the applicant. (Ratings are: 1 = Truly Outstanding (top 10%); 2 = Superior; 3 = Above Average; 4 =  
Average; 5 = Below Average; and X = Inadequate Knowledge to Rate).

- ( ) Intellectual Ability
- ( ) Ability in written expression
- ( ) The mastery of fundamental knowledge
- ( ) Ability in oral expression
- ( ) in general field of undergraduate degree
- ( ) Adequacy of ability for research
- ( ) Motivation and drive
- ( ) Emotional maturity and stability
- ( ) Scholarship
- ( ) Self-reliance and independence

**APPLICANT'S QUALIFICATIONS**

It would be helpful if you could cite special indications bearing upon the applicant's qualifications as cited above. The back of this form may be used if  
additional space is necessary. **FOR NON-U.S. CITIZENS: Please indicate the degree of English proficiency for teaching duties.**

**APPLICANT'S PROGRESS**

How far do you think this applicant will progress (check one)

- ( ) Will probably complete the doctorate
- ( ) Will probably complete the master's degree
- ( ) Is not likely to complete a graduate
- ( ) Is not likely to complete any graduate degree
- degree without excessive help

I have been acquainted with this applicant during the period of: \_\_\_\_\_ to: \_\_\_\_\_

as: \_\_\_\_\_ (teacher, advisor, supervisor, other, etc.)

NAME (type or print): \_\_\_\_\_ POSITION: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(USE OTHER SIDE OF SHEET IF NECESSARY)

(12/98)