PROFESSIONAL OR ACADEMIC REFERENCE

Please send all forms and requested items to:
Concordia University
Graduate and Adult Admissions Office
1530 Concordia West
Irvine, CA 92612
(888) 796-5969
Fax: (949) 214-3023
gradadmissions@cui.edu

Please type or print legibly.
Note: This is not a confidential document.

Applicant’s name ____________________________________________________________________ Date: _______________
___________________________________________________________________________________

Program of Study ______________________________________________________________________

To be completed by evaluator:
___________________________________________________________________________________
___________________________________________________________________________________

Signature of person completing this form Printed name of person completing this form
What is your relationship to the candidate: ______________________________________________________________________
How long have you known the candidate: ______________________________________________________________________
Contact address: __________________________________________________________________________
Contact phone: ___________________________ E-mail: ___________________________
Employer: ___________________________ Title: ___________________________

Rate the candidate in each of the following seven areas by circling the best adjective:

1. Adaptability  excellent strong average marginal weak not observed
2. Communication Skill  excellent strong average marginal weak not observed
3. Cooperation  excellent strong average marginal weak not observed
4. Dependability  excellent strong average marginal weak not observed
5. Initiative  excellent strong average marginal weak not observed
6. Leadership  excellent strong average marginal weak not observed

Applicant: Please enter your name and the date on the line below and provide this form to two people (not related to you) for professional or academic reference. Request that the form be sent to the address at left.
Please provide a narrative appraisal of the candidate’s ability to complete a master’s level program.

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If this person was applying for a job at your company would you hire them? Why or why not?
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