



**MASTER'S PROGRAM IN PROFESSIONAL WRITING
& TECHNICAL COMMUNICATION
Recommendation Form**

Return to: UHD Office of Admissions – Graduate Admissions
One Main Street, Suite N325, Houston, Texas 77002-1001
WWW.UHD.EDU 713-221-8522

Application Deadlines: March 31 (Fall Admission) November 30 (Spring Admission)

To the Applicant—Complete items 1-4, then give a copy of this form to each person who is serving as a reference for you.

1. Your name _____
2. Name of your recommender _____
3. The Family Educational Rights and Privacy Act of 1974 provides the applicant the right of access to view the contents of this recommendation form and reference letter. Please check the appropriate box below regarding this right:
 - I hereby waive my right of access to view this recommendation form and letter in my file.
 - I do not waive my right of access to view this recommendation form and letter in my file.
4. Your signature _____ Date _____

To the Recommender – After responding to items 1-4 below, please attach a signed letter elaborating on your experience with this applicant. Using letterhead stationery, please write candidly about the applicant’s ability to express ideas clearly, motivation to achieve, ability to work independently and with others, and strengths and weaknesses for graduate research and study.

1. How long have you known or observed the applicant? _____
2. In what capacity have you known the applicant? _____
3. Rate the applicant on the following traits based on your observation and interaction with him or her. Check one rating per trait.

	Exceptional (highest 5%)	Outstanding (next 10%)	Very good	Average	Below average	Have not observed
Intellectual potential						
Writing ability						
Visual design skills						
Creativity, originality						
Problem-solving skills						
Ethical standards & integrity						
Ability to work with others						
Ability to work independently						
Motivation for graduate study						
Overall potential for graduate study						

4. Signature of Recommender _____ Date _____
- Title _____

Instructions for returning this recommendation – Place this recommendation form and any attachments in a letterhead envelope, seal the envelope, and sign across the seal. Return the envelope to the applicant who will submit your recommendations unopened, along with other application materials. Thank you for your assistance.