

MASTER OF SCIENCE IN TECHNICAL COMMUNICATION Recommendation Form



Fall Admission Application Deadline: August 2, 2021

Spring Admission Application Deadline: December 6, 2021

To the Applicant—Complete items 1-4 below, then provide 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 _____

Signature can be written, typed, or electronically signed.

To the Recommender – After responding to items 5-8 below, please attach a signed letter elaborating on your experience with this applicant. 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.

5. How long have you known or observed the applicant? _____

6. In what capacity have you known the applicant? _____

7. Rate the applicant on the following traits based on your observation and interaction with him or her. Mark 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						

8. Signature of Recommender _____ Date _____

Signature can be written, typed, or electronically signed.

Title _____

To the Recommender – After completing items 5-8 above, please sign this form and send it along with the letter of recommendation directly to the UHD Office of Admissions - Graduate. See the e-mail and mailing addresses provided to the right

Return by E-MAIL: gradadmissions@uhd.edu

-OR-

Return by MAIL: UHD Office of Admissions – Graduate Admissions One Main Street, GSB 308 Houston, Texas, 77002-1001