

Reference Form

APPLICANT: Fill out this section only. (If not completed, file will be treated as confidential.)

Under the provisions of the federal Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements so the reference will be advised of your choice.

<input type="checkbox"/>	Confidential File	I grant permission for this reference form and the accompanying letter or statement to be held confidential, and I waive my rights to inspect them under all applicable statutes.
<input type="checkbox"/>	Open File	I retain the choice of having this reference form and accompanying letter or statement available to me.

Name of applicant

How long have you known the applicant?

In what capacity?

Has the applicant taken a course from you?

Please rate the applicant in comparison with others you have known in a similar capacity.

	Below Average	Average	Above Average	Superior	Truly Exceptional	Unable to Judge
Research skills						
Intellectual and analytical skills						
Speaking ability						
Writing ability						
Maturity						
Acceptance of responsibility						
Determination						
Self-motivation						
Ability to get along with others						

In addition to checking the above factors, it is essential to **include a statement** indicating the overall strengths and weaknesses of the applicant. (You may use the reverse side or attach a letter.)

Signature

Date

Name (please print)

Phone

Title

Address

NOTE: Please email the reference form to GTinDC@gatech.edu or mail to:

Government Relations
A. French Building, Suite 015
Atlanta, GA 30332-0392