

Department of Chemistry and Biochemistry

California State University, Long Beach
1250 Bellflower Boulevard, Long Beach, CA 90840-3903

Recommendation Letter for Graduate Applicant

To the applicant: Please complete information requested and give this form to a person who is familiar with your educational background and abilities. (Please type or print.) **At the bottom of this form, please print the name of the appropriate area Graduate Adviser.**

Name of applicant: _____
(Last) (First) (Middle)

Degree objective: M.S. Chemistry M.S. Biochemistry

Under the Federal Law entitled "The Family Educational Rights and Privacy Act of 1974" students have the right to inspect their records. This includes letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater utility in the assessment of a student's qualifications, abilities, and promise.

We invite you, therefore, but do not require you, to sign the following waiver designated by 1. You may, however, expressly decline to do so by signing 2.

1. I expressly waive any rights I might have to access to this letter of recommendation under The Family Educational Rights and Privacy Act of 1974, and any other law, regulation or policy.

Signature: _____ Date: _____

2. I do not agree to the waiver above.

Signature: _____ Date: _____

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To the recommender:

The reverse side of this form is intended solely for your convenience. Its use is optional. If you prefer to write in a freer manner you may attach your own letter. Before you agree to submit a recommendation, whether on this form or on your own stationery, please review the reference to the Federal Law entitled "The Family Educational Rights and Privacy Act of 1974" as presented above in our instructions "to the applicant".

Please provide an appraisal of the applicant's potential for graduate work in chemistry or biochemistry, **as well as the applicant's potential for effective service as a teaching assistant**, indicating the basis for your assessment. We would also appreciate any pertinent material regarding the character, integrity and personality of the applicant.

If possible, compare this applicant with others who have recently attended CSULB or other applicants for graduate study at CSULB. In any event, please rank the candidate in relation to the other students in his or her class, or other persons you have known of comparable experience.

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Please mail this form directly to:

(Print Advisor's Name)
Department of Chemistry and Biochemistry
California State University, Long Beach
1250 Bellflower Boulevard
Long Beach, California 90840-3903

Name of applicant: _____

To the recommender: Please write a narrative providing as many specific comments as possible. Feel free to continue your remarks on a separate page. **Please include an evaluation of the applicant's potential for effective service as a teaching assistant.**

How long have you known this applicant? _____

In what capacity? _____

Please rate the applicant in comparison with others of comparable training whom you have known. Specify the group with whom comparison is being made, e.g. undergraduate majors, graduating seniors, all undergraduate students, students in your class (name of course and number enrolled). _____

	UPPER 1 OR 2%	UPPER 10% BUT NOT UPPER 2%	UPPER 25% BUT NOT UPPER 10%	UPPER HALF BUT NOT UPPER 25%	LOWER HALF	NO BASIS FOR JUDGMENT
Native Intellectual Ability						
Imagination and Probable Creativity						
Breadth of General Knowledge						
Ability in Oral Expression						
Writing Ability						
Emotional Maturity						
Promise as a Teacher						

Recommender's Name: _____

Address: _____

Position or Title: _____

Signature: _____

Date: _____
