

# LETTER OF REFERENCE

(page 1 of 2)

**To be completed by the applicant:**

Name of applicant: (Please print) \_\_\_\_\_

This recommendation will become part of your admissions file. It will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you matriculate at Portland State University, you will be accorded access to its contents unless you voluntarily waive your rights of access. Please sign and date this page and present it with the review form (second page) to your reviewers:

Please check one of the boxes and sign the statement below.

I have read the information above and I hereby  waive  
 do not waive my right of access to this document should I  
matriculate at Portland State University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**To be completed by the reviewer:**

The above named is applying for admissions to the Masters or Doctoral program in Sociology at Portland State University. Your honest assessment of the candidate will assist the Committee on Graduate Admissions. Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have access to this recommendation unless he or she has waived that right.

1. On the attached chart, please rank the applicant's potential in graduate studies in comparison to other students that you have known over the past five years.
2. Please attach a letter that explains your rankings and additional comments on the applicant. Include how long you have known the applicant and in what capacity, her/his creativity, independence, responsibility, pertinent accomplishments, and general promise for graduate studies in sociology.
3. Please return this sheet, the review sheet (page 2), and your letter of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap. Both pages of the reference form should be included. If you have questions call us: (503) 725-3926.

***WE KNOW YOUR TIME IS IMPORTANT - THANK YOU VERY MUCH FOR YOUR HELP!***  
***Application Deadline: January 16, 2012***

**Dear referee: Please attach both pages of this form to your personal letter/statement of recommendation**

