

University of Kansas
School of Public Affairs & Administration
PhD Program
Recommendation Form and Waiver

Applicant's name: _____

To the referee: The person whose name appears above is applying for admission to the PhD program in the School of Public Affairs & Administration at the University of Kansas and has requested your completion of this form. Additionally, you may write a letter of recommendation. **Please note that the applicant has signed a statement below concerning confidentiality of your evaluation.**

The deadline for our receipt of this form and your letter is *January 25* at the address on the following page.

In what capacity and for how long have you known the applicant?

Using the categories below, how does the applicant compare to other students at his or her level?

	Below average (bottom 40%)	Average (40-60%)	Good (60-80%)	Very Good (80-95%)	Exceptional (top 5%)	Unable to judge
Intellectual ability						
Breadth of knowledge						
Creativity						
Self-discipline						
Motivation						
Ability to work with others						
Ability to profit from suggestions						
Emotional maturity						
Written communication skills						
Oral communication skills						

Applicant's name: _____

Please add any additional comments here, or in an accompanying letter:

Applicant's strengths:

Applicant's limitations:

Referee's personal information:

Name: _____ Title: _____

College, University, or Company: _____

Mailing address: _____

Phone number: _____ Email: _____

Signature: _____ Date: _____

To the applicant: This form will be received and maintained in confidence. Please sign **one** of the following statements:

I hereby **reserve** any and all access rights I might have to this form, and any accompanying letter of recommendation, under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies.

Applicant's signature: _____ Date: _____

I hereby expressly and voluntarily **waive** any and all access rights I might have to this form and any accompanying letter of recommendation, under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies.

Applicant's signature: _____ Date: _____

Send to: PhD Admissions
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University of Kansas
Lawrence, KS 66045

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Email: padept@ku.edu