

Letter of Recommendation

18 February 2021

West Virginia State University
Biotechnology Graduate Program

name of applicant _____

Separator line consisting of a long row of slashes.

to the student applicant:

The Family Privacy Act allows applicants to inspect and review all materials in their files, except for letters of recommendation written prior to January 1, 1975.

Upon its completion and submission, college faculty will utilize this document to evaluate your qualifications to be admitted into the Biotechnology Graduate Program. It may also be used to assist in the selection of Graduate Assistants. Before submitting this form to the person who will be writing your recommendation, be sure to check one of the following statements relative to the confidentiality of your files.

_____ I DO wish to waive my right to see this document

_____ I DO NOT wish to waive my right to see this document

signature of applicant: _____

date: _____

Separator line consisting of a long row of slashes.

to the person making this recommendation

The above-named applicant for admission to the Biotechnology Graduate Program has given your name as a reference. The Program would appreciate your cooperation in providing the following information regarding the applicant's qualifications. References should be acquainted with the applicant's academic ability. Please print or type.

What is your name and title/position? _____

What is your institution (name and address) ? _____

How long have you known this applicant, and in what capacity? _____

Using the scale **high, average, low, or cannot judge**, rate the applicant's characteristics with respect to the following criteria. Use your own student body and recent graduates as a reference group. If the applicant is an employee, use other employees with similar backgrounds as a reference group.

<u>characteristic</u>	<u>high</u>	<u>average</u>	<u>low</u>	<u>cannot judge</u>
general intelligence	_____	_____	_____	_____
knowledge of the field	_____	_____	_____	_____
maturity	_____	_____	_____	_____
dependability	_____	_____	_____	_____
work ethic	_____	_____	_____	_____
research potential	_____	_____	_____	_____
teaching potential	_____	_____	_____	_____

What is your over-all recommendation for this applicant?

_____ very strong _____ strong _____ average _____ below average
 _____ recommend with reservations (please explain below)

On letterhead, please provide additional comments concerning this applicant's strengths and weaknesses. Comments should pertain to the applicant's ability to undertake graduate studies. Be as specific as possible.



When you have completed this form,

either enclose it in a sealed envelope with your signature across the seal, then give it to the student. The student will then include your recommendation with the completed application portfolio,

or send this recommendation directly to

Dr. Umesh Reddy
 Coordinator, WVSU Biotechnology Graduate Program
 101 Hamblin Hall
 West Virginia State University
 Box 1000
 Institute WV 25112-1000

ureddy@wvstateu.edu

If you have any questions or comments, please feel free to contact Dr. Umesh Reddy, Coordinator of the WVSU Biotechnology Graduate Program. 304-766-3066

We appreciate your time and effort.