



Kimbell School of Geosciences  
3410 Taft Boulevard  
Wichita Falls, Texas 76308-2099  
(940) 397-4251 FAX No.: (940) 397-4893  
geology.program@msutexas.edu

## Recommendation form for admission to the R. L. Bolin Graduate School within the Kimbell School of Geosciences

The applicant should complete the first page of this form and send it as an e-mail attachment to each referee. The completed form and/or recommendation letter should then be emailed by the referee to: **Leah Hickman**, Director, Processing and Operations, Admissions, leah.hickman@msutexas.edu.

Or mail to:

Leah Hickman, Director, Processing and Operations, Admissions  
Midwestern State University  
3410 Taft Blvd  
Wichita Falls TX 76308

Applicants should complete below prior to completion of the form by the recommender.

\_\_\_\_\_ is applying for admission to the M.S. program in the Kimbell School of Geoscience, Midwestern State University.

**Applicant's Statement:** I am aware that under the Congressional Family Educational Rights and Privacy Act of 1974 (Sec. 438 (a) (20) (B) C (c), I am not required to, but that I may voluntarily waive my right to access confidential letters and statements of recommendation submitted to Midwestern State University in support of my application to the Graduate School. I further understand that under the provision of the Family Educational Rights and Privacy Act, an unsuccessful applicant, regardless of whether such applicant has signed a waiver, has no right to inspect any of the admission application materials accumulated in their submission package.

I hereby: do  do not  waive my right of access to any and all letters or statements in this recommendation, which may be submitted by \_\_\_\_\_.  
(referee name)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(if electronically submitted, either your electronic signature or typed name will be accepted)

**To the referee:** Thank you for agreeing to serve as a reference for this candidate for admission. If you would rather write a letter, either in addition to or in place of this form, please include it as an additional attachment.

**RELATIONSHIP TO APPLICANT**

1.) How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months

2.) How well do you know applicant? casually  well  very well

3.) What is/was the nature of your relationship with the applicant?

Teacher in one class  Teacher in multiple classes  Employer  Research Advisor   
 Major Advisor  Other (please specify)

**RELATIVE RATING OF THE APPLICANT**

4.) Please rate the applicant in the areas indicated below by comparing him or her to a reference group  
 Please describe the reference group below:

5.) Compared to the reference group, the overall ability of the applicant is:  
 Lowest 25%  Middle 50%  Upper 25%  Upper 10%  Upper 5%   
 Upper 1%  Inadequate opportunity to observe

6.) Applicant’s potential as a graduate student (please rate by one of the indicated numeric values) as compared to the reference group.

	Outstanding 10 9	Above Average 8 7	Average 6 5 4	Below Average 3 2	Poor 1 0	No Information
Intellectual Ability						
Motivation						
Writing Expression						
Oral Expression						
Analytical Ability						
Maturity and working with others						

7.) In your opinion, is the applicant's academic record representative of their scholastic ability?

Yes  No  Don't Know

8.) Do you have any information relating to emotional intelligence, temperament, or "people skills" that should be taken into account in admitting and/or planning the student's graduate studies?

9.) Use the space below to share any information you feel may be pertinent regarding the applicant's ability to pursue a graduate degree (*e.g.*, ability to organize and express ideas clearly, orally and in writing, other experience).

10.) I would give this student the following recommendation:

highest possible  strong  average  no recommendation   
recommendation with reservation

Signature of respondent: \_\_\_\_\_ Date: \_\_\_\_\_

*(if electronically submitted, either your electronic signature or typed name will be accepted)*

Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address