

✦ Barclay College School of Graduate Studies

Reference Form

INSTRUCTIONS: The applicant should fill out section I before sending this form to the referent. Referents, please fill out section II and mail directly to Barclay College at the address given below.

SECTION I:

Applicant's Name _____

The Family Education Rights and Privacy Act of 1974 gives students the right to inspect their educational records. The individual may waive their right to see certain documents in their file. We are asking you, the applicant, to waive your right to see this recommendation form in order to give the individual filling out the form complete confidentiality and your trust.

I waive my right to examine this form _____ Date _____
Applicant's Signature

I do not waive my right to examine this form _____ Date _____
Applicant's Signature

SECTION II:

Referent's Name _____

How long have you known the applicant? _____

What is your relationship to the applicant? (friend, co-worker, supervisor, etc.) _____

Please mark the box that best identifies your evaluation of the applicant: (1 = weakest, 5 = strongest)

	Category	Don't know	1	2	3	4	5
1.	Level of dependability						
2.	Response to authority						
3.	Acceptance of responsibility						
4.	Leadership ability						
5.	Emotional stability						
6.	Ethical behavior						
7.	Relationships with peers/co-workers						
8.	Intellectual ability						
9.	Self-discipline						
10.	Christian faith						
11.	Church involvement						

You are encouraged to write any additional comments concerning the applicant's ability to succeed in a graduate degree program on the back of this sheet.

Overall, would you

highly recommend, recommend, recommend with reservations, or not recommend this applicant ?

Signature _____

Date _____

Address _____

Phone _____

City, State, ZIP _____

**Your help in evaluating this applicant is very much appreciated. Please send the completed form directly to
 Barclay College Graduate Admissions ♦ 607 N. Kingman ♦ Haviland, KS 67059 ♦ fax (620) 862-5242**

Barclay College has been preparing students in a Bible-centered environment for effective Christian life, service and leadership since 1917. The college is accredited by the Association for Biblical Higher Education (ABHE) and offers traditional on-campus education at the main campus in Haviland, Kansas, as well as online and graduate degree programs. Inquiries regarding the many programs of Barclay College are always welcome. Visit www.barclaycollege.edu for more information.