

**GUIDELINES FOR LETTERS OF APPLICATION
FOR STUDENTS APPLYING FOR ADMISSION TO THE
MASTER'S OF APPLIED GEOGRAPHY PROGRAM AT NEW MEXICO STATE UNIVERSITY**

The geography and planning faculty within the Geography Department at New Mexico State University requires that all students seeking admission to the Master's of Applied Geography (MAF) degree program provide a letter of application. In your letter, you should indicate (1) the topic in which you are interested for graduate study, (2) your previous education in geography and other areas that are relevant to your interest area, (3) previous employment relevant to your desire to obtain an advanced degree in geography, and (4) your goals for the period immediately following your proposed graduate work at New Mexico State. In addition, please indicate what factor(s) attracted you to the Master's in Applied Geography at New Mexico State. Please conclude your letter by indicating the names, titles, and address of the three individuals whom you have asked to write letters of reference.

In addition to your letter of application, please enclose a current resume. Among the types of data you may want to include in your resume are:

- a. your name, current address, and a telephone number
- b. your permanent address
- c. your social security number
- d. your date and place of birth
- e. your citizenship
- f. a listing of all post high school educational institutions that you have attended, including dates, degree sought (awarded) and your G.P.A.
- g. a listing of academic honors or awards
- h. an indication of your experience with various computer hardware and software packages
- i. an itemization of your employment history

Please send your letter and resume to:

Dr. Robert J. Czerniak
Graduate Advisor, Master's of Applied Geography
Department of Geography
New Mexico State University
Box 30001/Dept. MAP
Las Cruces, NM 88003

MAIL TO:
Dr. Robert J. Czerniak
Department of Geography
Box 30001/Dept MAP
NMSU, Las Cruces, NM 88003

LETTER OF REFERENCE IN SUPPORT OF:

_____ who is applying to the New Mexico State University
Last Name First Mi Maiden
Graduate School for admission and financial aid to study in the department of: Geography.
(Applicants please fill out above and transmit this form to an instructor or former professor acquainted with your education and academic abilities.)

TO WRITERS OF LETTERS OF REFERENCE:

The information given in this recommendation will be considered confidential and will be used in the initial selection process only . This information will not become part of the students academic record. We are particularly interested in the ability of the applicant to:

- Pursue graduate study —Perform research —Serve as a teaching assistant
- Serve in a professional capacity in the chosen field

We are also interested in the general character of the applicant. Please mail this form to the address above.

In comparison with other graduate students that you have known rate items A through I by a numeric score of 1 to 5. Base your ratings on the level of accomplishments you have come to expect from the applicant.

(Ratings are 1—truly outstanding [top 10%]; 2—superior; 3—above average; 4—average; 5—below average; x—inadequate knowledge to rate.)

- | | |
|---|--|
| <input type="checkbox"/> A. Intellectual ability | <input type="checkbox"/> F. Ability in oral expression |
| <input type="checkbox"/> B. Mastery of fundamental knowledge in his/her general field | <input type="checkbox"/> G. Adequacy of ability for research |
| <input type="checkbox"/> C. Motivation and drive | <input type="checkbox"/> H. Self-reliance and independence |
| <input type="checkbox"/> D. Scholarship | <input type="checkbox"/> I. Emotional maturity and stability |
| <input type="checkbox"/> E. Ability in written expression | |

It would be helpful if you could cite special indications bearing upon the applicant's qualifications. For non-U.S. citizens: Please indicate degree of English proficiency for teaching duties. (Please use the back of this form.)

How far do you think this applicant will progress? (check one)

- _____ Will probably complete the doctorate.
- _____ Will probably complete the master's degree.
- _____ Is not likely to complete any graduate degree.
- _____ Is not likely to complete a graduate degree without excessive help.

I have been acquainted with this applicant during the period of: _____ to _____ as _____ (teacher, advisor, supervisor, other).

NAME (print or type) _____ POSITION:

INSTITUTION: _____ SIGNATURE:

DATE: