

NEW MEXICO STATE UNIVERSITY

DEPARTMENT OF GOVERNMENT
Box 30001, MSC 3BN
Las Cruces, New Mexico 88003-0001

LETTER OF REFERENCE

To be completed by the applicant:

In support of:
(Last name) (First name) (Middle name)
who is applying to the New Mexico State University Graduate School for admission and financial aid to study in the
Department of Government, Master of Public Administration (MPA) Program.

To be completed by an instructor, supervisor or advisor acquainted with applicant=s education, academic abilities, and/or work skills:

I. TO THE WRITERS OF LETTERS OF RECOMMENDATION:
The information given in this recommendation will be considered confidential and will be used in the initial selection process only. The information will not become part of the student=s academic record. We are particularly interested in the applicant=s ability to carry on advanced study and research, teaching ability, capability to pursue a successful career in the field, and general character. Please mail this form directly to the Department of Government at the address listed above.
In comparison with other graduate students you have known, rate items A through I by a numeric score of 1 to 5, basing your ratings on the level of accomplishments you have come to expect of the applicant. Ratings are: 1-truly outstanding (top 10%); 2- superior; 3-above average; 4-average; 5-below average; X-inadequate knowledge to rate.
A. Intellectual ability E. Ability in written expression
B. Mastery of fundamental knowledge in the general field F. Ability in oral expression
C. Motivation and drive G. Adequacy of ability for research
D. Scholarship H. Emotional maturity and stability
I. Self-reliance and independence
II. It would be helpful if you would cite specific indications bearing upon the applicant=s qualifications as cited above. The back of this form may be used if additional space is necessary, or you may attach a separate letter. For applicants who are not U.S. citizens, please indicate the degree of English proficiency for teaching duties.

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

Name _____

Position _____

Institution _____

On occasion, other administrative units on campus request copies of letters of reference submitted to our department. Do you object if we honor such requests? _____ Yes, I do object. _____ No, I do not object.

Signature _____ Date _____

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