



UNIVERSITY GRADUATE PROGRAMS

Silliman University
Dumaguete City 6200, Philippines

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(+62-35) 4226002 loc 365

CONFIDENTIAL LETTER OF REFERENCE

This letter of reference should be filled out by a referee under whom the applicant has studied or pursued research in the proposed field of study or by someone who has supervised the applicant in work related to the proposed field of study. If possible, this letter should be typewritten in English; if not, an accurate translation must be attached. Your evaluation will be most helpful and will be kept in strictest confidence.

If you received an electronic copy of this form, place cursor inside the appropriate box and type in your answers. Paste your signature at the appropriate space and email directly as a PDF file to the University Graduate Programs Office and the Graduate Studies Coordinator of the concerned unit. Please send a copy to the applicant with your actual signature in a sealed envelop with your signature across the sealed flap.

NAME OF APPLICANT

Family Name _____ First Name(s) _____ Middle Name _____

NAME OF REFEREE

Family Name _____ First Name(s) _____ Middle Initial _____ Title _____ Rank or Position _____

INSTITUTIONAL AFFILIATION OF REFEREE

Department - College _____

Name of Institution _____

Address _____

Email Address _____ Office Telephone Number _____

How long have you known the applicant? Years Months

In what capacity have you known the applicant? Please place an X-mark on the appropriate box(es) below.

<input type="checkbox"/>	Teacher (Undergraduate)	<input type="checkbox"/>	Academic Adviser (Graduate)	<input type="checkbox"/>	Employer/Job Supervisor
<input type="checkbox"/>	Teacher (Graduate)	<input type="checkbox"/>	Thesis Adviser (Undergraduate)	<input type="checkbox"/>	Others (Please specify below)
<input type="checkbox"/>	Academic Adviser (Undergraduate)	<input type="checkbox"/>	Thesis Adviser (Graduate)	_____	

PLEASE PROVIDE A BRIEF CANDID EVALUATION OF THE APPLICANT. Your statement will be given considerable importance and should, therefore, be as complete and detailed as possible. Some areas which may be covered are applicant's scholastic ability, strengths and weaknesses in terms of graduate study, his/her definition of objectives and goals as they relate to his/her plans for graduate study and other factors that might assist the Committee on Admissions in considering the applicant.

* Email address of Graduate Studies Coordinator should be provided by the applicant.

IN THE RATING CHART BELOW PLEASE EVALUATE THE APPLICANT IN COMPARISON WITH OTHER STUDENTS / EMPLOYEES WHOM YOU HAVE KNOWN DURING YOUR PROFESSIONAL CAREER. Place an **X** – mark inside the appropriate boxes. If you are unable to evaluate the applicant in a particular item, please mark the boxes under NA.

	Excellent (95-100%)	Superior (85-95%)	Above Average (70-85%)	Average (50-70%)	Below Average (40-50%)	Poor (<40%)	NA
Seriousness of Purpose							
Motivation to Achieve Degree							
Intellectual Ability							
Work Habits							
Capability for Independent Study							
Knowledge of Field							
Resourcefulness and Initiative							
Emotional Maturity							
Adaptability to New Situations							
Research Potential / Capability to Conduct Independent Research							
Oral Communication (English) / Ability to orally present reports							
Written Communication (English) / Ability to write reports							
Computer Literacy (Word, Excel, Powerpoint and Using Internet as a source for references)							
Leadership Qualities							
Teaching Potential							
GENERAL RATING OF APPLICANT	Excellent	Superior	Above Average	Average	Below Average	Poor	

The rating was done to the best of my knowledge and experience with the applicant as attested by my signature below.

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Signature

Date

Printed Name of Referee