

# Albright College

## Graduate Division

13th & Bern Streets, P.O. Box 15234 • Reading, PA 19612 • Phone: 610-921-7856

www.albright.edu • E-mail: grad@alb.edu

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### Confidential Reference Letter Form

To the Applicant: Complete the information below, self-address and stamp the special envelope provided, and give these items to the individual who will be providing your reference. When it has been returned to you, DO NOT OPEN THE ENVELOPE and return both reference letters in the larger graduate application envelope provided to you. When received, this reference will be the property of Albright College, and will not be returned.

#### To be completed by the Applicant:

Name \_\_\_\_\_  
(last name) (first name) (middle name)

Address \_\_\_\_\_  
(number & street)  
\_\_\_\_\_  
(city) (state) (zip)

Social Security Number \_\_\_\_\_ Intended Graduate Program of Study \_\_\_\_\_

Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

**Waiver:** This waiver is not required as a condition of admission to Albright College.

I understand my rights under the U.S. Family Educational Rights and Privacy Act of 1974 to inspect the confidential appraisals placed in my student file at Albright College on or after January 1, 1975.

- I waive the right to review this document.
- I do not waive the right to review this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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#### To be completed by the Reference:

The above named individual is applying for admission to our Graduate Program. The Albright College Graduate Admissions Committee would appreciate your assessment of the applicant to assure that the person will be a qualified graduate student. The Committee assures you that your assistance is valuable in the admissions process. Please return, directly to the applicant, this form and your letter of reference in the envelope provided, with your signature on the envelope's seal. Thank you for your contribution.

The following questions have been developed to assist you in completing this reference letter, which should be typed on your letterhead:

How long have you known the applicant and in what capacity?

What do you consider the applicant's major strengths and talents?

Are there any areas in which the applicant needs future development?

The nature of any reservations.

Overall evaluation of the applicant's ability to complete a graduate program.