

# PERSONAL REFERENCE FORM

## GRADUATE STUDIES ADMISSIONS

8 Abbott Park Place Providence, RI 02903 USA

Phone (inside U.S.) 1-800-342-5598, ext. 1015

Phone (outside U.S.) 401-598-1015

Fax 401-598-1286

Email [pvdgrad@admissions.jwu.edu](mailto:pvdgrad@admissions.jwu.edu)

[jwu.edu/grad](http://jwu.edu/grad)



Please ask individuals familiar with your educational and professional background and your potential for graduate studies to complete this form or a letter of reference. All forms and letters should be mailed or emailed by the reference to Graduate Studies Admissions at the addresses listed above.

PLEASE PRINT OR TYPE.

### TO BE COMPLETED BY APPLICANT

Last Name/Family Name/Surname \_\_\_\_\_ (Maiden Name — if applicable)

First Name/Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference are to be held confidential or whether they may be made available to you.

Please check one of the following and sign in the space provided.

Confidential File

I determine that this letter of recommendation be held confidential by Johnson & Wales University.

Open File

I retain the choice of having letters of reference available to me.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY REFERENCE

Please mail or email this completed personal reference form or letter of reference directly to Graduate Studies Admissions at the addresses above.

	Excellent	Good	Average	Fair	Unable to Judge
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Title \_\_\_\_\_ Institution/Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Reference Signature \_\_\_\_\_ Date \_\_\_\_\_

*If a letter of reference is not being provided, please use the back of this form to supply additional comments on the applicant: character, past work experience, goals, etc.*