

LETTER OF RECOMMENDATION

Letter of Recommendation in support of _____
 an applicant to the Master of Urban Planning degree program for _____ quarter, 20_____.

Right of Access

I understand the Family Educational Rights and Privacy Act of 1974 provides me with a right of access to this confidential recommendation which may be waived, but that no school or person can require me to waive this right.

Please check and sign the following statement:

I hereby waive my right of access

I do not waive my right of access

Applicant's Signature

Date

To the recommender:

The person whose name appears above has applied for admission to the Master of Urban Planning program at the University of Washington, Department of Urban Design and Planning. Your candid evaluation of this individual's ability to succeed in this course of study would be greatly appreciated. *We encourage you to include in a separate letter an appraisal of the applicant's character, performance and potential for success.* The faculty acknowledges and appreciates your time and effort in completing this evaluation.

Compared with other persons I have known at similar stages in their careers, the applicant is assessed as indicated:

	Not Applicable/ Unable to Respond	Below Average (lower 50%)	Average	Above Average (top 25%)	Outstanding	Truly Exceptional
Intellectual capacity and curiosity						
Ability to apply analytical skills to problem solving						
Ability to communicate in speech						
Ability to express self in writing						
Ability to communicate by graphic/visual means						
Imagination and creativity						
Ability to work with others						
Initiative and resourcefulness						
Maturity						
Leadership and organizational ability						
Overall potential for graduate study						

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

In making this evaluation, what group are you using as a basis for comparison?

Admission to graduate study in Urban Design and Planning (M of Urban Planning) at the University of Washington is:

- | | |
|---|--|
| <input type="checkbox"/> Strongly Recommended | <input type="checkbox"/> Recommended with reservations |
| <input type="checkbox"/> Recommended | <input type="checkbox"/> NOT recommend |
| | <input type="checkbox"/> Unable to respond |

My evaluation is based on personal knowledge of the applicant over a period of _____ years in my capacity as

_____	_____
Name	Title
_____	_____
Date	School or Company
_____	_____
Signature	Address

Thank you for taking the time to tell us about the applicant. Please return the recommendation to the applicant in a signed, sealed envelope or mail directly to:

MUP Program Admissions Committee
Department of Urban Design and Planning
University of Washington
410 Gould Hall, Box 355740
Seattle, Washington 98195

The applicant cannot be considered until your recommendation is on file. The application deadline is January 15 for Autumn quarter admission, or September 15 for Winter quarter admission. Please contact udp@uw.edu if you have any questions.