



# RECOMMENDATION FORM

MBA Admissions  
Henry Kaufman Management Center  
44 West Fourth Street, Suite 10-160  
New York, NY 10012-1126  
Phone: (212) 998-0600  
sternmba@stern.nyu.edu

Mr.  Ms.  Other \_\_\_\_\_  
First Middle Last U.S. Social Security Number

## TO THE APPLICANT:

- Complete the above information.
- Address the Recommendation Form return envelope to yourself.
- If necessary, put postage on the Recommendation Form return envelope.
- Give this form and the return envelope to the recommender, specifying that the form must be enclosed in the envelope provided with the recommender's signature across the seal.
- **Do not open the envelope when it is returned to you by the recommender.**

In order to allow the recommender to provide an objective and candid impression, you are encouraged to sign the following statement. Please be assured that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the admissions process.

*I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO THE RECOMMENDER:

Thank you for providing a recommendation for the person named above. We find that candid comments from those who can evaluate the applicant's performance and motivation through direct experience are extremely valuable, and we appreciate the time you are taking to provide this information. If the applicant has signed above, thus waiving right of access, this recommendation will be seen only by the Admissions Committee. If you have any questions about the recommendation or the application process, please feel free to contact us at the address listed above.

- Please complete the form on the reverse side of this page.
- On a separate piece of paper(s), please respond to the questions found at the top of the page.
- When you have completed both the form and the separate page(s), kindly enclose these items in the envelope provided by the applicant.
- Please seal the envelope and sign across the envelope seal to ensure confidentiality.
- Return the sealed envelope to the applicant, who will submit it unopened to MBA Admissions.

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## TO THE RECOMMENDER

Please use a separate sheet(s) of paper to respond to the questions below.  
Kindly attach separate sheet(s) to this form.

1. How long have you known the applicant and in what capacity?
2. What do you consider the applicant's outstanding talents?
3. In which areas could the applicant exhibit growth or improvement?
4. What impact has the applicant had on the organization in which he/she works?
5. What is your impression of the applicant's capacity for graduate business education and his/her potential for a successful career in management?

- I strongly recommend  
 I recommend  
 I recommend with some reservations  
 I do not recommend

that this applicant be admitted  
to the Stern School of Business

Please use this scale to rate the applicant in relation to his or her peers.

	OUTSTANDING Top 5%	EXCELLENT Top 15%	GOOD Top 1/3	AVERAGE Middle 1/3	BELOW AVERAGE Bottom 1/3	UNABLE TO JUDGE
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>				
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>				
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>				
Integrity	<input type="checkbox"/>	<input type="checkbox"/>				
Intelligence	<input type="checkbox"/>	<input type="checkbox"/>				
Interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>				
Leadership	<input type="checkbox"/>	<input type="checkbox"/>				
Maturity	<input type="checkbox"/>	<input type="checkbox"/>				
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>				
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>				

Name	Address
Position/Title	City, State
Organization	Country, Postal Code
E-mail Address	Telephone Number
Signature of Evaluator	Date

Alumna/Alumnus of the Stern School?  Yes  No Year \_\_\_\_\_ Degree \_\_\_\_\_

New York University is an affirmative action/equal opportunity institution.