



College of Education Reference Form  
www.niagara.edu/advance

**Notice to the Applicant:** You will need two completed references to submit with your application packet. The individuals you select as a reference should be able to speak to your academic and/or professional qualities. Please complete the section below and forward this form to the individual who will serve as your reference. The reference should be returned directly to you in a sealed envelope with the referee's signature across the seal. When you receive the completed reference, **do not open it**; include it as part of your application packet.

Name of Applicant: \_\_\_\_\_  
*First Middle (Maiden) Last*

Program to which you have applied: \_\_\_\_\_

**Confidentiality:** *Unless the applicant has signed below, the Family Education Rights and Privacy Act (FERPA), permits enrolled students access to the letters of recommendation retained in their files. The applicant may waive the right of access by signing below and retained forms and letters will be considered confidential and will not be made available to the candidate.*

By signing below, you agree to waive all rights to review the content of this recommendation form and letter.

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



*This section to be filled out by the Referee.*

\_\_\_\_\_  
Referee's Name Title

\_\_\_\_\_  
Place of Employment & Mailing Address

\_\_\_\_\_  
Phone E-Mail

\_\_\_\_\_  
Referee's Signature

**Information for the Referee:**  
Niagara University's College of Education would like to thank you for taking the time to complete this reference. Your candid assessment of this applicant is an important determining factor regarding whether or not the applicant should be admitted for advanced study. The application process is self-managed and the candidate must turn in a completed application package containing all required materials including your sealed reference. After completing this form, please **sign across the seal, and return it to the applicant.** The applicant will then forward it to the College of Education Office as part of their application package.

I know the candidate in my capacity as \_\_\_\_\_

during the period of \_\_\_\_\_ to \_\_\_\_\_ .  
(month/year) (month/year)

Please rate the applicant on the scale below, comparing them with other individuals you have known during your professional career.

	Exceptional	Outstanding	Good	Average	Poor	Unable to Assess
Professional Commitment and Responsibility (e.g. preparedness, enthusiasm, ethical, etc.)						
Professional Relationships (e.g. confidentiality, respect for diversity, collegiality, etc.)						
Critical Thinking and Reflective Practice (e.g. goal setting, accepts feedback, etc.)						
Leadership (e.g. an advocate and role model, empowers people, lifelong learner, etc.)						

We would appreciate your opinion of this applicant's abilities and potential for success in advanced university study and a career in education / counseling. If you prefer to write a letter rather than to use the space below, please do so and attach your letter to this form.