



University of Northern Virginia
美國北維珍尼亞大學

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REFERENCE FORM

To the applicant : Please complete the following section before submitting to evaluator.

Program Name : _____	
Applicant Name : _____	
Applicant Student No. (if Applicable) : _____	
_____	_____
Applicant's Signature	Date

To the evaluator : Your candid assessment of the applicant will supply an important part of the information assessed for the admission decision. We are aware that preparing a recommendation takes considerable time; we appreciate your help. Please answer the questions below and provide a written evaluation of the applicant's motivation and potential to succeed in a graduate program.

Evaluator's Name : _____ Position : _____

Institution / Company Name : _____

Address : _____

Telephone : _____ E-mail : _____

- 1.> What is your relationship to the applicant?
 Teacher Supervisor Advisor Employer
 Other (Please specify) _____

- 2.> How well do you know the applicant ?
 Casually Well Very Well
How long have you known the applicant ? _____

3.> Please rate this applicant in comparison with other students / professionals you have know in the same capacity : (Please tick the appropriate box below)

AREAS	Outstanding	Above Average	Average	Below Average	Unknown
Intelligence					
Productivity					
Commitment to Professional Growth					
Maturity of Judgment					
Ethical Behavior					
Leadership					
Verbal Communication Skill					
Written Communication Skill					
Professional Demeanor					

4.> Please Provide any other comments that you think would be helpful in assessing the applicant's qualification for the program.

Evaluator's Signature

Date

Thank you for your assistance in helping us to assess the above applicant.

Please return this form to : UNVA Hong Kong Office

13//F., Oxford Commercial Building, 494-496 Nathan Road, Kowloon, Hong Kong.

Fax : (852) 27830822