



**RECOMMENDATION LETTER**

APPLICANT'S NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DESIRED PROGRAM \_\_\_\_\_  
Month Day Year

**TO THE APPLICANT :** Please fill out the information above and sign below.  
 I willingly waive my right of access to this information. I understand that this waiver is NOT required as a condition of admission.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TO THE RECOMMENDEE :** The above named applicant is applying for admission to the California University of Management and Sciences and is asking you to write a recommendation for him/her. We greatly appreciate your honest and complete answers. Please print or type.

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

What strengths have you observed in this applicant that would affect his/her university studies?  
 \_\_\_\_\_

What weakness have you observed in this applicant that would affect his/her university studies?  
 \_\_\_\_\_

Please evaluate the applicant on each factor listed below.

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	DO NOT KNOW
Academic Aptitude					
Adaptability					
Cooperation					
Creativity					
Dependability					
Emotional Stability					
Interpersonal Relations					
Leadership Ability					
Motivation / Initiative					
Oral Communication					
Personal Integrity					
Written Communication					

Additional comments you would like to add that will help us gain a better understanding of this applicant:

What is your recommendation for the admission of this applicant?  
 I recommend.       I recommend with reservation.       I don't recommend.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

BUSINESS PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

INSTITUTE / EMPLOYER \_\_\_\_\_

Please return this form to : **Office of Admissions**  
**California University of Management and Sciences**  
**721 N. Euclid Street**  
**Anaheim, California 92801**