

RECOMMENDATION FORM

For All Graduate Music Applicants

IMPORTANT

(1) Three confidential recommendation letters are requested. **Letters submitted via the applicant or anyone other than the referee will not be considered.**

(2) Applicants applying for Graduate Assistantship and/or Tuition Assistance should complete the **Graduate Assistantship/Achievement Scholarship Application Form** and submit to the Music Graduate Secretary.

(3) **Music Education Applicants.** At least two of the three referees **must** be individuals who have supervised the applicant during the applicant's tenure as a music teacher (principal, music supervisor, etc.).

APPLICANT PORTION

Please complete the information below and give this form to the person supplying the recommendation.

Name of applicant

Last

First

Middle

Degree Sought _____

I hereby waive any and all rights of access to confidential letters pertaining to this application. I understand that the completed form will be held in confidence from me and the public by the University of Hawai'i at Mānoa.

I DO NOT waive my right of access to this recommendation, but I authorize the referee to provide a candid evaluation and all relevant information to the University of Hawai'i at Mānoa

Applicant's Signature: _____

Date _____

REFEREE PORTION

Name of referee: _____
Last First Middle

Title: _____ Organization: _____

Please type or write your recommendation on a separate sheet, to be stapled to this form, and address the following questions. Then sign and date the bottom of this form.

M How long and in what capacity have you known the applicant?

M What are your impressions of the applicant's RESEARCH POTENTIAL?

M What evidence is there thus far of the applicant's EXPERTISE IN HIS/HER INTENDED RESEARCH AREA?

M What is the applicant's POTENTIAL FOR COMPLETING THE DEGREE?

M OF SUCCEEDING IN THE PROFESSION?

M OF MAKING IMPORTANT CONTRIBUTIONS TO THE FIELD?

M Providing service as a teaching assistant?

(NOTE: if the applicant is applying for a teaching assistantship, please assess his/her TEACHING POTENTIAL.)

IMPORTANT

Please mail everything directly to the address below by February 1 for Fall applicants or September 1 for Spring applicants.

Music Graduate Secretary
University of Hawai'i at Mānoa Music Department
2411 Dole Street
Honolulu, Hawai'i 96822-2318

Referee's Signature: _____ Date _____