

Reference Form

MA in Educational Leadership and Societal Change



To the Applicant

Please complete only the top portion of this form. Sign it and submit it to your reference. Please note that your file will be considered incomplete if this recommendation is not received by the application deadline. Please be sure that your references are aware of this deadline so that your file can be completed.

Name _____ Date of Birth _____

Last	First	Month	Day	Year
------	-------	-------	-----	------

Address _____

Number	Street	City	State / Province	Postal Code	Country
--------	--------	------	------------------	-------------	---------

Under the Family Rights and Privacy Act of 1974 (FERPA), students enrolled at Soka University of America have access to their admission records, including letters of recommendation. However, students may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If you wish to waive your right to examine this letter of recommendation, please sign below.

Applicant Signature _____ Date _____

To the Reference

The above named is applying for admission to Soka University of America. You are asked to comment on the qualifications of this application for graduate study. The information supplied on this form will be used for admission purposes only.

In an effort to complete this applicant's file in a timely manner so that it can be reviewed, please submit this form early enough so that it is received by the application deadline. Late forms, emails or faxes will not be accepted.

We value your comments and insights regarding this applicant. Please complete both sections of this form as thoroughly as possible and return it to:

Soka University of America
Office of Graduate Admissions
1 University Drive
Aliso Viejo, CA 92656

Reference Name _____
(Please print)

Last	First	Title	Email
------	-------	-------	-------

School / Company Name _____

Department	Telephone
------------	-----------

Reference Signature _____ Date _____

Soka University of America - Reference Form for Graduate Admission

Ratings

Please rate the applicant in comparison with other students or employees known to you who have gone on to study at the graduate level. This rating should accompany your letter of references, not replace it.

	No Basis	Below Average	Average	Good (Above Average)	Very Good (Well Above Average)	Excellent (Top 10%)	Outstanding (Top 5%)	One of the top few I've encountered (Top 1%)
Intellectual ability								
Verbal communication skills								
Written communication skills								
Emotional maturity								
Creative, original thought								
Potential as a school administrator								
Motivation for proposed program of study								
Research skills								
Analytical skills								
Leadership potential in general								
Respect for peers								
OVERALL								

Evaluation

Soka University appreciates your evaluation (on a separate paper) of what you think is important about this student, including a description of academic, extracurricular and personal characteristics. We welcome information that will help us to differentiate this student from others. If the applicant's native language is not English, please evaluate English proficiency.