

RECOMMENDATION FORM
International MBA

Name of Applicant _____ SSN # _____
(Please type or print)

Area Code and Phone Number _____ E-mail _____

TO THE APPLICANT

This form must be completed and must accompany your letter of recommendation in order for The University of Memphis to match the letter to your file. After completing the top half of this form, please forward the form to your recommender.

The purpose for which this confidential statement is being obtained is for admission to The University of Memphis International MBA Program. It will be received and maintained in confidence. If you are admitted and enroll, you may inspect this letter unless you have voluntarily waived this right by signing the following statement: "I understand that letters and statements of recommendation concerning me are to be sent to The University of Memphis International MBA Program and I hereby expressly and voluntarily waive any and all access rights I might have to such recommendations under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies." I further understand that The University of Memphis International MBA Program does not require me to execute this waiver and is willing to review my application without such a waiver.

Applicant's Signature _____ Date _____

TO THE RECOMMENDER

The person whose name appears above is applying to The University of Memphis International MBA Program. Probabilities of admission are enhanced by early completion of applications, so please submit your letter as soon after you receive the request as possible. The University of Memphis International MBA Program values your candid appraisal of the applicant's overall ability, academic and otherwise, to pursue graduate coursework in international business, including overcoming adversity, rising to challenges, and achieving beyond expectations. Please indicate how well you know the candidate and in what capacity, and your assessment of the relative strength of the candidate within the reference group in which she or he is being compared is also encouraged. If you wish to include a more detailed statement on your letterhead, please feel free to do so.

This form must be fully completed and must accompany your letter of recommendation in order for The University of Memphis International MBA Program to match the letter to the applicant's file. Please mail this form and your recommendation letter in a sealed envelope directly to the address shown below.

I. How well and in what connection have you known the applicant? _____

II. What characteristic of the applicant would you consider his/her strongest? _____

III. What characteristic of the applicant would you consider his/her weakest? _____

IV. What academic areas do you consider to be the applicant's strongest? _____

V. What academic areas do you consider to be the applicant's weakest? _____

VI. How well prepared is the applicant to undertake or continue graduate work? (Check one)

- Very well prepared Fairly well prepared Somewhat prepared Not prepared Do not know

(OVER)

VII. Please check the appropriate position on the scale to show your assessment of the applicant's characteristics. Check the right column if you lack sufficient information for judgment.

	<u>Excellent</u> Top 5%	<u>Good</u> Top 10%	<u>Fair</u> Top 25%	<u>Poor</u>	<u>Unable to</u> <u>Evaluate</u>
Intelligence	_____	_____	_____	_____	_____
Clarity of expression: Oral	_____	_____	_____	_____	_____
Written.....	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Initiative.....	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Leadership ability	_____	_____	_____	_____	_____
Analytical ability.....	_____	_____	_____	_____	_____
Diligence in study or work habits	_____	_____	_____	_____	_____
Capacity for independent research	_____	_____	_____	_____	_____

VIII. Overall, how would you evaluate the academic potential of the applicant? (Check one)

- _____ Definitely acceptable for master study
- _____ Probably acceptable for master study
- _____ Questionable for master study
- _____ Not acceptable for master study
- _____ Do not know

IX. If employed by you, would you like to have this applicant continue his/her work with you? (Check one)

- _____ Yes, very much
- _____ Yes, would be pleased to have him/her
- _____ Would accept him/her
- _____ No, would prefer not to have him/her

X. Please provide any additional comments that may be of help to us in our evaluation of this applicant.

Signature _____ Date _____

Name _____ Position _____
(Please type or print)

College or Company _____ Address _____

Phone _____

E-mail _____ City, State, Zip _____

**PLEASE ATTACH THIS FORM TO YOUR LETTER OF RECOMMENDATION AND
MAIL THEM TOGETHER TO THE ADDRESS BELOW:**

International MBA Program
The University of Memphis
220 Fogelman Executive Center
330 Innovation Drive
Memphis, TN 38152-3130