



"The Place Where Change Happens"

Undergraduate Admissions Reference Form

University of Fort Lauderdale
4069 NW 16th Street • Lauderhill, FL 33319
Telephone: 954-486-7728 • Fax: 954-486-7667
Email: universityadmission@ufl.edu • Web: www.ufl.edu

TO THE APPLICANT

Name (LAST, FIRST, MIDDLE) EMAIL ADDRESS
() ()
TELEPHONE (HOME) (CELL)

DEGREE SOUGHT

- AA Business Administration AS Ministry BA Business Administration BS Ministry

TYPE OF RECOMMENDATION

- College of Business Leadership (2 are required) Academic Professional Personal
College of Religious Studies (2 are required) Academic Clergy Professional

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, I hereby waive my rights to review this personal reference.

Signature Date
Please note: This recommendation will not be considered unless recommendation form is dated and signed by the applicant.

TO THE PERSON NAMED AS A RECOMMENDER

- Please Complete:
This evaluation form, front and back, including the chart below.
A written evaluation on a separate sheet, attached to this form (details on back)

The person named above has applied for admission to the University of Fort Lauderdale. The information you are providing is an important part of the application process, and your time in furnishing this information is greatly appreciated. In the best interest of the students and school, we urge to make candid and substantive comments. If the applicant is admitted, your comments will also help us work with students to shape his or her educational program in light of professional goals and issues of personal growth.

Name (PLEASE PRINT) DATE
SIGNATURE OCCUPATION
TELEPHONE EMAIL ADDRESS

Please evaluate the applicant in the following areas by placing a check on one box per row:

Table with 7 columns: EXCEPTIONAL, OUTSTANDING, ABOVE AVERAGE, AVERAGE, BELOW AVERAGE, UNABLE TO ASSESS. Rows include: INTELLECTUAL ABILITY, MATURITY, ABILITY TO WORK WITH OTHERS, WRITTEN COMMUNICATION, ANALYTIC ABILITY, INTEGRITY, MOTIVATION/INITIATIVE, ORAL COMMUNICATION, LEADERSHIP/MANAGERIAL POTENTIAL, JUDGMENT.

How long have you known the applicant? 0-1years 1-3years 3-5years more than 5years

Overall Recommendation:

- I strongly recommend this applicant.
- I recommend this applicant.
- I recommend this applicant with reservations. (These reservations are noted in the attached letter.)
- I do not recommend this applicant.

After reviewing the questions below, please provide your written evaluation of this applicant and attach to this recommendation form.

Questions for response by clergy or ecclesiastical reference (a pastor from the applicants local church or campus ministry who is not a family member):

1. What is the applicant's formal relationship with the local congregation and his/her denomination, if any?
2. How long, how closely, and under what circumstances have you known the applicant?
3. What can you tell us about the applicant's religious experiences, spiritual maturity, and need for spiritual growth?
4. What leadership abilities has this applicant exhibited in the past? What potential for leadership do you see this individual for the future?
5. Describe the applicant as a person; assess his/her strengths, limitations, ways of relating to others, reactions to stress, and means of resolving conflict.

Questions for response by academic reference (a college or graduate school professor who is not a family member):

1. How long, how well, and in what type of academic setting have you known the applicant?
2. Evaluate the applicant's academic capacity and past academic performances as well as the individual's potential for success in graduate and professional studies. Assess the applicant's strengths and weaknesses, leadership abilities, reaction to stress, and usual means of resolving conflict.

Questions for response by professional reference (a work supervisor or person who has known the applicant for at least three years and who is not a family member):

1. How long, how closely, and under what circumstances have you known the applicant?
2. What leadership abilities has this applicant exhibited in the past? What potential for leadership do you see in this individual for the future?
3. Describe the applicant as a person; assess his/her strengths, limitation, ways of relating to others, reaction to stress, and means of resolving conflict.

Questions for response by personal reference (a work supervisor or person who has known the applicant for at least three years and who is not a family member):

1. How long, how closely, and under what circumstances have you known the applicant?
2. Describe the applicant as a person; assess his/her strengths, limitation, ways of relating to others, reaction to stress, and means of resolving conflict.

Return directly to: Office of Admissions
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