Recommendation Form
(Written Recommendation/References are also acceptable)

Metropolitan College of New York
Admissions Office
431 Canal Street • New York, NY 10013-1919
Phone: 1-800-33-THINK ext. 5001 • Facsimile: 212.343.8470
www.mcny.edu • admissions@metropolitan.edu

This form may be mailed or faxed by either the applicant or referent to the address at left.

(A) To be completed by the Applicant:

Program: [ ] MPA in [ ] MBA in

Semester you intend to start: [ ] Fall 20[____] [ ] Spring 20[____] [ ] Summer 20[____]

I hereby [ ] waive [ ] do not waive my right to future access to this document.

Last Name      First     Middle    Social Security
Address       City     State    Zip Code

(B) To be completed by the Individual providing the recommendation:

Last Name      First     Middle
Title
Organization
Address       City     State    Zip Code

Relationship to Applicant:
1. How long have you known the applicant? [____] In what capacity? [____]

2. What strengths make this applicant suited for this program?
(For MS in Education applicants, please discuss issues related to education, as well as the applicant’s academic readiness and his/her readiness to teach children. Attach separate sheets as necessary.)

3. Use the scale below to rate the applicant:

   Analytical Ability 0 1 2 3 4 5 6 7 8 9
   Written Communication 0 1 2 3 4 5 6 7 8 9
   Verbal Communication 0 1 2 3 4 5 6 7 8 9
   Self-Direction 0 1 2 3 4 5 6 7 8 9
   Team Orientation 0 1 2 3 4 5 6 7 8 9

   Management Potential 0 1 2 3 4 5 6 7 8 9
   Leadership Potential 0 1 2 3 4 5 6 7 8 9
   In summary: Motivation
   For Intensive
   Study

4. Additional comments (please attach a letter of recommendation or additional pages, as needed):

   I [ ] Strongly recommend [ ] Recommend [ ] Recommend with reservations [ ] Do not recommend

   Signature

   Date

CONFIDENTIALITY: Materials submitted in support of application for admission to Metropolitan College of New York are used only by those members of the Admissions Committee charged with the responsibility for reviewing completed applications for admission. Each person given access to the materials is instructed to maintain strict confidentiality. The College does not provide access to admissions records to applicants who are rejected or those students who decline an offer of admission. In accordance with the Family Education Rights and Privacy Act of 1974, however, matriculating students do have access to their files. Thank you for your cooperation.
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<th>Undecided</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
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