



TO THE APPLICANT: Two letters of recommendation are required and can be submitted by mail. Letters may be submitted 3 ways:

1. Your recommender(s) return the Recommendation Form to you in a sealed envelope with his/her signature across the seal. You should then mail the recommendation letter(s), along with your transcript and any other paper materials, to the Online Admissions, American University, 1415 W. 22nd Street, 5th Floor, Oak Brook, IL 60523, United States of America.
2. Your recommender(s) mails their letter directly to the address listed above following the same procedure of signing across the seal of the envelope.
3. Your recommender(s) emails their letter as an attachment on letterhead from their **verifiable academic or business email address** to admissions@programs.online.american.edu

Name: _____

Degree and Program you are applying for: _____

Under the Family Education Rights and Privacy Act of 1974, you have the right to review official university student records. **You may waive that right, specifically for this recommendation, by signing here.** *Your waiver will in no way affect your admission to the university.*

(Signature) _____ (Date) _____

TO THE RECOMMENDER: Please write a recommendation letter on your letterhead and attach it to this form. Please include the student's name on the letter. In your letter of reference, please assess the applicant's potential as a graduate student. You should consider previous accomplishments, intellectual independence, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly, and drive and motivation. Please explain in what capacity you have known the applicant and for what time period. This form should be returned with your letter of reference following one of the methods outlined above.

	Outstanding	Excellent	Good	Fair	Poor	Unable to Judge
Academic Performance						
Motivation for proposed program of study						
Intellectual capacity (including reasoning and analytical ability, imagination, learning potential)						
Research and writing ability						

(Signature) _____ (Date) _____

(Print Name) _____ (Name of Institution/Organization) _____

(Email Address) _____