



AMERICAN UNIVERSITY
W A S H I N G T O N , D C

TO THE APPLICANT: Two letters of recommendation are required and can be submitted in the following ways:

1. Your recommenders email this Recommendation Form along with their recommendation letter on business or professional letterhead to admissions@programs.online.american.edu
2. Your recommenders fax this Recommendation Form along with their recommendation letter to **855-725-7615**

Applicant's 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 letter of recommendation letter on your letterhead and attach it to this form. Please include the applicant'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) _____ **(Email Address)** _____

(Name of Institution/Organization) _____