

# Reinhardt University

## Graduate Admissions Reference Form

Please indicate to which program you are applying:

Master of Business Administration    Master of Public Administration    Master of Science in Sport Administration and Leadership

*This form should be typed or printed in black ink. References without original signatures will not be accepted.*

Complete this section and distribute to professionals/educators who know you, your educational background, and/or know your work.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Cell Telephone: (\_\_\_\_) \_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_

*I understand that federal legislation provides me with the right of access to this reference which right may be waived, but that no school or person can require me to waive this right.*

Check and sign one of the following statements:

- ☐ I waive access to this reference under the provisions of the Family Education Rights and Privacy Act of 1974.  
☐ I do not waive access to this reference under the provisions of the Family Education Rights and Privacy Act of 1974.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### TO THE PERSON MAKING THIS RECOMMENDATION:

The above applicant has applied for admission to the Graduate Studies Program at Reinhardt University. Please assist us by answering the following questions. Do not return the completed form to the applicant. Acceptance to the program is dependent upon this form being returned in a timely manner.

How long have you known this applicant? \_\_\_\_\_

In what capacity (instructor, supervisor, personal, etc.) have you known this applicant?

How well do you know this applicant - Somewhat, Well, Very Well? \_\_\_\_\_

In your opinion, is the applicant qualified for graduate study? Please explain your response.

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This program requires initiative and the ability to work independently and in a group. Please rank the following criteria for the applicant by circling the appropriate response. (U=Unknown; L=Low; M=Medium; H=High)

Initiative/self-starter	U	L	M	H
Ability to get along with others	U	L	M	H
Ability to work within a "team"	U	L	M	H
Time Management	U	L	M	H
Ability to apply applications of theory	U	L	M	H
Ability to be an independent learner	U	L	M	H

Please comment on this applicant's strengths and weaknesses as they pertain to success in graduate studies.

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Please provide any other information that will assist us in our decision. You may attach a personal letter of recommendation.

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Name (print): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Optional:

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please mail, email or fax to:

Office of Graduate Admissions  
Reinhardt University  
7300 Reinhardt Circle  
Waleska, GA 30183  
(770) 720-9191 | FAX (770) 720-5739  
gradadmissions@reinhardt.edu