



**MASTER OF ARTS IN COUNSELING (MAC)**  
**RECOMMENDATION FORM**

**THIS SECTION TO BE COMPLETED BY THE APPLICANT:**

**Optional:** The Family Educational Rights and Privacy Act (FERPA) of 1974 gives students (persons admitted and enrolled), the right to inspect letters of recommendation written in support of applications for admission. However, references often will give information more useful to the application process if their recommendations are confidential. If you think this is the case, you may waive that right by signing the waiver below. Such a waiver must be voluntary and cannot be a condition of admission, award, or employment.

I waive my rights to ever see this form and any supplementary note or letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RECOMMENDER:**

If the above section is not signed, this sheet and any supplementary note or letter will be shown to the student any time he/she requests it. Please complete all sections below. A recommendation may also be requested via email through the online application, however only one submission per recommender is required. This completed form should be mailed directly to: Graduate Admission, Heidelberg University, 310 E. Market St., Tiffin, Ohio 44883, faxed to 419-448-2565, or emailed to [grad-studies@heidelberg.edu](mailto:grad-studies@heidelberg.edu).

**Name of Applicant:** \_\_\_\_\_

**Personal Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_

How long have you known the applicant: \_\_\_\_\_

How well do you know the applicant:    Quite well    Fairly well    Not very well    Do not know him/her

**Contact Information:**

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

Cell Phone: \_\_\_\_\_                      Work Phone: \_\_\_\_\_

**Applicant Assessment (Comparison with other persons of similar experience):**

<b>Knowledge of Skills and Attitudes</b>	<b>Upper 5%</b>	<b>Upper 10%</b>	<b>Upper 25%</b>	<b>Upper 50%</b>	<b>Lower 50%</b>	<b>No Basis for Judgment</b>
Knowledge of counseling and psychological theories						
Intellectual skills and ability						
Writing ability						
Speaking ability						
Quantitative skills						
Emotional maturity						
Working with others						
Creativity						
Research ability						
M.A. potential						

**Additional Comments:**

Please provide a description of the applicant's skills, strengths and weaknesses. The most important information you can provide about this applicant is information that is not reflected in the applicant's transcripts and test scores, i.e., work done outside of class and other characteristics you believe are related to success in graduate school. Attach additional pages if necessary.

**Recommendation:**

- Admit to Master of Arts in Counseling program.
- Admit with hesitation.
- Reject application. I feel his/her grades do not reflect his/her level of ability.

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 Signature

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 Date