

**REFERENCE FORM  
COUNSELING AND STUDENT PERSONNEL  
MINNESOTA STATE UNIVERSITY**

**NOTE TO APPLICANT:**

To be filled out by applicant prior to the referee completing his/her portion:

I hereby waive my right of access to this reference.

I do not waive my right of access to this reference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANTS NAME** \_\_\_\_\_

**Specialization Area and Intended Status (check all that apply):**

Professional School Counseling:  Degree-seeking  Licensure Only

College Student Affairs  Full-time (6 credits per semester)

Community Counseling  Part-time (less than 6 credits per semester)

**Note to Referee:** Both the applicant and the graduate program will appreciate your filling out the remainder of this form and returning it no later than \_\_\_\_\_.

**1. I have known this person:**

less than one year.  casually.

one to two years.  fairly well.

more than two years.  very well

**2. In the relationship of: (check all that apply)**

student in class.  volunteer.

employee.  colleague.

other, specify \_\_\_\_\_

**3. Based on your ratings of the candidate (see reverse side of this form), please indicate your recommendation below:**

I recommend the applicant without hesitation.

I recommend the applicant with some hesitation (please explain in comments section).

I do not recommend the applicant for admission to the graduate program in Counseling and Student Personnel (please explain in the comments section).

**4. In rating the applicant in the areas below, please keep in mind the comparison group you indicate below.)**

\_\_\_\_\_ undergraduate students

\_\_\_\_\_ Master's students

\_\_\_\_\_ other (specify: \_\_\_\_\_)

	Very Low		Low		Average		High		Very High		NA
	1	2	3	4	5	6	7	8	9	10	
<b>Applicant Characteristics:</b>											
<b>Intellectual Ability</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Creativity</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Maturity of Judgment</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Sense of Responsibility</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Motivation</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Ability to Accomplish Goals</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Character</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Oral Communication</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Writing Skills</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Ability to Work with Others</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Sensitivity Toward Others</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Ability to Work Independently</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Ability to Handle Stress</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Potential for Professional Growth</b>	1	2	3	4	5	6	7	8	9	10	N
<b>Potential for Completing Degree</b>	1	2	3	4	5	6	7	8	9	10	N

5. **Additional Comments:** In the space below, you are invited to write a narrative statement citing support for the ratings of the candidate. (Feel free to include areas not addressed by the rating scale and/or to attach a separate letter.) Please type your response to facilitate reproduction.

**Name of Reference:** \_\_\_\_\_ **Position:** \_\_\_\_\_

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

\_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Please return to:**

**Bev Raimann, Admissions Coordinator  
Counseling and Student Personnel  
Minnesota State University  
107 Armstrong Hall  
Mankato, MN 56001**