

## Recommendation Form

### Applicant should complete this section:

#### Statement concerning:

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

who is applying for admission to the graduate program in \_\_\_\_\_

*Program*

The Family Educational Rights and Privacy Act of 1974 and its amendments provides students with the right to request in writing the opportunity to inspect and review their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

☐ I do waive ☐ I do not waive my right to inspect the contents of the following recommendation.

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

### Recommender should complete this section: (Note: VaYU cannot guarantee the confidentiality of letters of recommendation unless the applicant waives right of access above)

How long and in what capacity have you known the applicant? \_\_\_\_\_

Please indicate (✓) the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:

|                                       | Exceptional<br>(Top 1%) | Outstanding<br>(Upper 10%) | Very Good<br>(Upper 15%) | Above<br>Average<br>(Upper 25%) | Average<br>(Upper 50%) | Below<br>Average<br>(Lower 50%) | Inadequate<br>Opportunity<br>to Observe |
|---------------------------------------|-------------------------|----------------------------|--------------------------|---------------------------------|------------------------|---------------------------------|-----------------------------------------|
| General Knowledge                     |                         |                            |                          |                                 |                        |                                 |                                         |
| Knowledge in Yoga                     |                         |                            |                          |                                 |                        |                                 |                                         |
| Originality                           |                         |                            |                          |                                 |                        |                                 |                                         |
| Emotional stability and maturity      |                         |                            |                          |                                 |                        |                                 |                                         |
| Motivation and seriousness of purpose |                         |                            |                          |                                 |                        |                                 |                                         |
| Ability to work with others           |                         |                            |                          |                                 |                        |                                 |                                         |
| Analytical skills                     |                         |                            |                          |                                 |                        |                                 |                                         |
| Communication skills—written          |                         |                            |                          |                                 |                        |                                 |                                         |
| Communication skills—oral             |                         |                            |                          |                                 |                        |                                 |                                         |

If English is a second language for this applicant, please comment on the applicant's ability to express him/herself in written and spoken English:

Please indicate your overall endorsement of the applicant:

☐ Recommend Highly

☐ Recommend

☐ Recommend with reservation

In addition to the answers provided above, we would appreciate if you can optionally provide a statement appraising the applicant's promise of success as a graduate student. Please use a separate letter.

Name of Recommender: \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

*(Department)*

*(Institution)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **NOTE TO RECOMMENDERS**

### **IMPORTANCE OF LETTER CONFIDENTIALITY**

Although students may retain their FERPA access rights to letters of recommendation that are submitted to Post Graduate Planning and Experiential Education, it is strongly encouraged that letters be submitted confidentially by having the student waive such rights. Selection committees tend to view confidential letters as having greater credibility and assign them greater weight. They place less value in letters that the applicant has seen, as it is assumed that the author is less forthcoming than if the reference is confidential. Not only can this be true in regards to letter-writers withholding potential concerns, but some authors feel less inhibited in their praise of students in confidential letters. Furthermore, many admissions officers have stated that they find a confidential letter a display of confidence on the part of the applicant.

### **GUIDELINES FOR WRITING AN HELPFUL LETTER OF RECOMMENDATION**

Letters of recommendation are a critical component of the admissions process for the graduate school applicants. VaYU wants letters from individuals who are in a position to judge the student's ability to be successful in their programs, which includes academic capabilities and accomplishments, but also personal characteristics and skills. If you feel you do not know the applicant well enough to write about his/her attributes and accomplishments in a helpful manner, it may serve the student best to decline the request and suggest he or she ask someone else who knows him/her better. To the extent you can include specifics on any of the areas listed below, it will help the professional health school admission committees evaluate the student's readiness and fit for their programs.

#### **RELATIONSHIP WITH THE APPLICANT**

- Length of Time Known
- Depth of Knowledge about the Applicant

#### **ACADEMIC COMPETENCIES**

- Desire to Learn and Intellectual Curiosity
- Distinctive Contributions to an Academic Enterprise
- Presentation Skills—Written and Oral
- Research Competencies
- Overall Academic Excellence and Ability (particularly if at variance with academic performance)

#### **NON-ACADEMIC COMPETENCIES**

- Integrity and Ethics
- Reliability and Dependability
- Service Orientation
- Social and Interpersonal Skills
- Teamwork
- Capacity for Improvement
- Resilience and Adaptability
- Cultural Competence
- Oral Communication

Please scan and attach this form to an email and send your evaluation directly from your official email to [apply@VaYUusa.org](mailto:apply@VaYUusa.org) | **Phone:** +1(323)204-3838 | **Web:** [www.VaYUusa.org](http://www.VaYUusa.org)