

EVALUATION FORM

Furtwangen University
MME - SMA
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*To the applicant: Submit this form to your referee,
fill in the first (next) two lines only!*

Name of Applicant: _____

Program/Department applied for: _____

(The applicant should provide all information to this point only.)

Name of Respondent: _____

Title: _____

Institution or Organization: _____

Address: _____

Email/Fax (please include country code): _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

I. Applicant's academic achievements and personal characteristics

The Furtwangen University of Applied Sciences appreciates your willingness to evaluate the history and potential of the student named above. In the rating scales below, please compare the applicant with a representative group of individuals you have known during your professional career who have had approximately the same amount of experience and training as the applicant. **Please return all evaluation materials to the applicant in a sealed envelope with your signature across the seal.**

	Below average (lowest 50 %)	Above average (next 25 %)	Very good (next 15 %)	Outstanding (top 10 %)	No basis to judge
Degree of mastery of the fundamental knowledge in his/her general field					
Knowledge of an ability to use the basic techniques in his/her field.					
Ability to express himself/herself in speech and writing (in English)					
Self-reliance and independence in his/her major field.					
Motivation toward a successful, productive career.					
Emotional stability and maturity.					
Possession of imagination and originality in his/her field.					
Growth during the total period in which you observed him/her.					

II. Letter of Evaluation

In the space provided or as a separate letter, please assist in providing a complete picture of the applicant's ability and potential by making some observations on such matters as capacity for graduate study, present achievements, and job competence. Comment upon any personal interest that might lead to a better understanding of the applicant.

Official seal of institution:

Signature of Respondent: _____ Date: _____