RECOMMENDATION INSTRUCTIONS FOR APPLICANT

The recommendation packet should be given to individuals who are able to comment on your qualifications for graduate study. Three (3) recommendation packets, each one consisting of a recommendation form, questionnaire and letter, are required. The authors of the recommendations must return the completed recommendation form, questionnaire, and letter in a sealed envelope with their signature signed across the seal of the envelope. Please give your references ample time to complete the recommendation packet.

Recommendation Packet Checklist:

- Recommendation Form
  - Applicants should fill out the form (include reference information, your information and sign the bottom).

- Recommendation Questionnaire
  - Applicants fill out the top of the questionnaire with your name and your reference’s name.

- Recommendation Packet
  - Mail or hand-deliver the Recommendation Packet (recommendation instructions for reference, form, and questionnaire) to each of your 3 references.

- Ensure each reference returns a hard copy of the Recommendation Packet (recommendation form, questionnaire, and letter) to you in a sealed envelope with their signature across the flap of the envelope.

- You must submit all three signed and sealed recommendations to Tseng College along with your complete admission application packet.