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## Letter of Recommendation Form

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**To the Applicant** please complete this top section

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

Address \_\_\_\_\_  
Street City State Zip

Under the provisions of the Family Educational and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information below unless he/she has waived such access. The Admissions Committee looks favorably on applications where the applicant has waived right of access. (Optional) I hereby waive my right to access to the material recorded below.

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**To the Reference Respondent:** Please complete the following reference for the above applicant

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

How long have you known this applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please provide a letter of recommendation that comments on intellectual ability, capacity for critical thinking, professional skill and excellence, motivation, or any other aspect of the referrer's knowledge of how well the candidate is suited for a graduate program that calls for teamwork in interactive seminars. Naturally, the MLS Admissions Committee is particularly interested in an applicant's intellectual preparation for advanced liberal arts study, and so this should be very directly addressed in any letters of recommendation. Letters that focus on other matters may not be as helpful for the candidate.

In the event that we need to contact you further, please provide your contact information

Day Tel. No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Please **attach your business card** to the completed form and mail directly to

Master of Liberal Studies Program  
Metropolitan State University  
700 East Seventh Street  
Saint Paul, MN 55106-5000

**Thank you for your willingness to provide this information.**