

TEXAS MBA LETTER OF RECOMMENDATION GUIDELINES
MCCOMBS SCHOOL OF BUSINESS
UNIVERSITY OF TEXAS AT AUSTIN

INSTRUCTIONS FOR THE APPLICANT

Online submission of the recommendation is preferred and ensures a timely review of the admission file.

Online recommendation instructions:

1. Fill out the application online and enter recommenders' contact information.
2. Give page two of this form as a guide to each of your recommenders.
3. Upon submission of your final application, an email will be sent to your recommender with complete instructions for submitting the online recommendation.

Hard copy recommendation instructions:

1. Fill out this page and sign it.
2. Give both pages of this form to your recommender.
3. Collect the form from your recommender in sealed and signed envelopes.
4. Mail the signed envelope to:

*University of Texas at Austin
Graduate and International Admissions Center
P.O. Box 7608,
Austin, TX 78713-7608*

PLEASE DO NOT FILL OUT THIS FORM IF YOUR RECOMMENDERS WILL BE SUBMITTING THEIR INFORMATION ONLINE.

APPLICANT INFORMATION:

Applicant name _____ Date of Birth _____ UTEID _____
(Please print clearly) (If known)

Master's program to which admissions is sought: MBA MBA/Dual Degree, (specify) _____

OPTIONAL WAIVER

Under the provision of the Family Education Rights and Privacy Act of 1974, (if admitted and enrolled) you will have access to the information provided in all letters of recommendation unless you waive such access by checking the waiver below.

I wish to waive my right of access to the letter of recommendation from _____ and the material recorded on the recommendation form. (Recommender's name – Please print clearly)

Applicant's Signature _____ Date _____

INSTRUCTIONS FOR THE RECOMMENDER

Online submission of the recommendation is preferred and ensures a timely review of the applicant's admission file. Please use this as a guide for the online recommendation form. As soon as the applicant submits his/her final application to the McCombs School of Business, you will receive an email with comprehensive instructions for submitting the online recommendation. This email will also inform you if the applicant has waived his/her right to view the recommendation. We appreciate you taking the time to complete a recommendation on behalf of the applicant. Your comments and insights are a critical part of the McCombs admission process.

Section I - Questions for the Recommender

1. How long and in what relationship have you known the applicant?
2. Identify specific personal and professional qualities that demonstrate the leadership potential of the applicant and provide detailed examples to support your recommendations.
3. Share your observations of the applicant's ability to be an effective team member, and his/her communication/interpersonal skills.
4. What weaknesses do you think could impact the applicant's future success?
5. Please make any additional comments which you think will help in assessing the candidacy of the applicant.

Section II – Rating Scale *Based on your experiences with the applicant, please use the following scale to rate her/his behavioral traits as compared to others in her/his peer group.*

Trait Description	Exceptional Top 2%	Excellent Top 10%	Good Top 25%	Average Top 50%	Below Average
Maturity					
Analytical Skills					
Ethics/Integrity					
Leadership Potential					
Teamwork/Collaboration					
Initiative/Motivation					

Section III – Overall Assessment *Please choose one of the following to express your overall assessment of this applicant.*

- Exceptional Candidate (Top 2%)
- Excellent Candidate (Top 10%)
- Good Candidate (Top 25%)
- Average Candidate (Top 50%)
- Below Average

RECOMMENDER INFORMATION (HARD COPY SUBMISSION ONLY):

Please return this completed form (2 pages), as well as your written comments addressing the 5 questions above, directly to the applicant in a sealed envelope with your signature across the seal. Your letter can be addressed to the McCombs Admissions Committee.

Recommender's Name (Please print clearly)

Recommender's Signature

Position/Title

Company/Organization

Phone

E-mail address