

**Letter of Recommendation UB School of Nursing Graduate Programs**

THIS FORM MUST BE ATTACHED TO YOUR LETTER OF RECOMMENDATION

Name of applicant (please print)

\_\_\_\_\_  
LAST FIRST MIDDLE, MAIDEN, OR SURNAME

\_\_\_\_\_  
(program to which you are applying – ex. FNP)

\_\_\_\_\_  
(degree – MS, Post MS Adv. Cert., PhD)

**WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENTS**

I have asked \_\_\_\_\_

(print name of person requested to write a reference)

to write a letter of recommendation for me in support of my application/consideration for admission to the UB School of Nursing. I hereby waive my right to inspect the letter of recommendation. I understand that the University at Buffalo does not require that I waive that right as a condition for admission. If the applicant does not sign the above waiver statement the law specifically reserves to the applicant the right of access to the letter in question.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**SUGGESTIONS FOR THE CONTENT OF THIS RECOMMENDATION FOR GRADUATE SCHOOL**

This form is for your use in developing a recommendation for the candidate. We appreciate your honest assessment of the applicant in all the suggested areas about which you have knowledge; additional comments and observations are welcomed. If you have your own letterhead, please use it but return this form with your letter. We appreciate a reply at your earliest convenience.

Please return the letter directly to: *School of Nursing, University at Buffalo, 103 Wende Hall, 3435 Main Street, Buffalo, NY 14214-8013.*

- How long have you know the applicant and in what capacity?
- In what area has the applicant shown the greatest ability?
- How do you assess the candidate's ability to succeed in a rigorous graduate program?
- Please comment on the candidate's clinical expertise.
- Identify examples of the applicant's intellectual capacity and creativity?
- Identify examples in which the applicant was able to evaluate and learn new ideas?
- Identify significant strengths and those areas which could be improved.
- Has the candidate shown examples of leadership in educational or career settings or professional organizations?

Recommendation written by:

\_\_\_\_\_  
(print your name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(place and address of employment)

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(email)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)