

# GEORGIA LEGISLATIVE INTERN PROGRAM

## REFERENCE FORM

APPLICANT: Fill out this section only. (If not completed, file will be treated as confidential.) Under the provisions of the federal Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements

\*\*You must have at least three but no more than five references. Include at least two professors (not TAs or grad students) who

*Below information is to be filled out by the Applicant ( Student ) .*

**Confidential File:** I grant permission for this reference form and the accompanying letter or statement to be held confidential,

**Open File:** I retain the choice of having this reference form and accompanying letter or statement available to me.

*Below information is to be filled out by the Reference.*

**Name of Applicant:**

**How long have you known the applicant?**

**In what capacity?**

**Has the applicant taken a course from you?**

*Please rate the applicant in comparison with others you have known in a similar capacity.*

	Below Average	Average	Above Average	Truly Exceptional	Unable to Judge
Research Skills					
Intellectual and analytical skills					
Speaking ability					
Writing ability					
Maturity					
Acceptance of Responsibility					
Determination					
Self-motivation					
Ability to get along with others					

In addition to checking the above factors, it is essential to **include a statement** indicating the overall strengths and weaknesses of the applicant. ( Please attach a letter to this form. )

*Signature*

*Date*

*Name ( please print )*

*Phone*

*Title*

*Address*

**Note:** Please mail the reference form directly to the College Coordinator.