



# CAZENOVIA COLLEGE

## Office of Graduate Programs

Cazenovia.edu/gradprograms • gradprograms@cazenovia.edu • 315-383-4208

### Recommendation Letter Request Form

#### To Be Completed by the Student

I authorize my recommender to write and finalize a recommendation letter on my behalf. I have requested that this letter be included in my application to graduate school. Furthermore, I waive my right to see the contents of the letter written in response to this request.

Name _____	Signature _____
Program <input type="checkbox"/> CMHC <input type="checkbox"/> Other: _____	Date _____
Address _____	
Phone _____	Email _____

#### To Be Completed by the Recommender

This student is requesting that you write a letter of recommendation on their behalf for admittance into a graduate program at Cazenovia College. Please write your candid evaluation of this student in the spaces provided on the back. When possible, cite specific examples of demonstrated academic or profession ability and personal traits. You may choose to send a separate document, printed on and signed.

Name _____	Signature _____
Title _____	Date _____
Relationship to Applicant _____	
Address _____	
Phone _____	Email _____

Please send both pages of this form or a separate letter of recommendation to:

Charlie Harcourt, Associate Director for Graduate & International Programs

Mail: 143 Williams Hall Academic Affairs, Cazenovia College, 22 Sullivan Street, Cazenovia, NY 13035

Email: gradprograms@cazenovia.edu

Please describe your academic or professional experience with the applicant:

Please identify relevant skills, attributes, or experiences that would help the applicant be successful in a **graduate level degree program**:

Please identify relevant skills, attributes, or experiences that would help the applicant be successful as a **mental health counselor**:

Please list any concerns or challenges that the applicant may have in this program, based on your experiences. Or use this space to include additional information that you believe would be helpful in our admission decision: