
Professional Recommendation for Study

Master of Business Administration

College of Business and
Organizational Leadership

Email completed form and copies of transcripts (front and back) to:

admission@csp.edu

or mail them to:

Concordia University, St. Paul
Attn: Office of Admission
275 Syndicate Street North
Saint Paul, MN 55104

or fax them to:

(651) 603-6320

Thank you for submitting this letter
of recommendation; your prompt
reply is appreciated. If this form is
not adequate for your remarks,
attach additional pages or data.

To the Applicant:

The Family Rights and Privacy Act of 1974 provides that certain educational records may be open to students at their request. The act also provides that in the case of recommendations, the institution may request, but not require, the student to waive his/her rights to read confidential recommendations. Please indicate below whether or not you will waive your right to read the confidential recommendation of this form.

I do I do not waive my right to read this confidential recommendation.

Applicant's Name

FIRST MIDDLE LAST NAME / FAMILY MAIDEN

Address

NUMBER STREET APT# CITY STATE ZIP

Phone

To the person completing this reference:

Concordia University, St. Paul, has selective admissions and a personalized review process. Accordingly, the admission staff will review professional experience and academic records including scores from standardized tests. They recognize these records alone cannot predict personal and professional promise. Please answer the following questions while considering the applicant's personal qualities such as initiative, leadership ability, responsibility, integrity, social adjustment, and professional interest and goals. Your willingness to serve as a reference is appreciated.

Rate the applicant's capacity in which you have known the applicant

How long have you known the applicant?

Keeping in mind the above qualities, what do you consider to be the applicant's chief strengths?

Give an example of how the applicant demonstrated excellence as a leader and how it impacted the organization.



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Where could we provide additional support to ensure the applicant's success as an emerging leader?

Rate the applicant in the following areas by clicking the radio button by the number that best reflects your observations:

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| | Above Average | | Average | | Below Average | Not Observed |
|-------------------------------|---------------|---|---------|---|---------------|--------------|
| Leadership potential | 5 | 4 | 3 | 2 | 1 | 0 |
| Professional demeanor | 5 | 4 | 3 | 2 | 1 | 0 |
| Initiative/motivation | 5 | 4 | 3 | 2 | 1 | 0 |
| Maturity | 5 | 4 | 3 | 2 | 1 | 0 |
| Academic ability | 5 | 4 | 3 | 2 | 1 | 0 |
| Written communication skills | 5 | 4 | 3 | 2 | 1 | 0 |
| Oral communication skills | 5 | 4 | 3 | 2 | 1 | 0 |
| Analytics/quantitative skills | 5 | 4 | 3 | 2 | 1 | 0 |
| Integrity | 5 | 4 | 3 | 2 | 1 | 0 |
| Problem solving skills | 5 | 4 | 3 | 2 | 1 | 0 |

Do you recommend the application be admitted to the MBA program at Concordia University

Yes

Yes, with some reservation (please explain)

No

Thank you for submitting this letter of recommendation; your prompt reply is appreciated. If this form is not adequate for your remarks, attach additional pages or data.

Name

FIRST MIDDLE LAST NAME / FAMILY MAIDEN

Address

NUMBER STREET APT# CITY STATE ZIP

Position/Occupation

Company

Daytime Phone

Date



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