

Personal Reference Form



Complete the applicant information and confidentiality statement, then copy this form as many times as necessary before submitting it to your reference writers.

Applicant Information

Name of applicant _____

Telephone _____

Address _____

Email address _____

This is a change of address

has applied for admission to the following program at the SIT Graduate Institute:

- Master of Arts in Teaching (Select Concentration below)
 - English to Speakers of Other Languages (ESOL)
 - Public School Certification in English as a Second Language
- Master of Global Management in the Sultanate of Oman
- Master of Arts in Conflict Transformation
- Master of Arts in International Education, On-Campus
- Master of Arts in International Education, Low-Residency
- Low-Residency Graduate Certificate in International Education
- Master of Arts in Sustainable Development
- Master of Science in Management
- Master of Arts in Intercultural Service, Leadership, and Management

Confidentiality Statement

Note to applicant: Please read and sign before giving this form to your reference

I, the undersigned, understand that students over the age of eighteen years, or their parents if the student has not yet attained the age of eighteen, have the right under Section 438 of the General Education Provisions Act (Public Law 90-247) to review the student's confidential file prepared by the SIT Graduate Institute as part of its admissions process. I further understand that, under Section 99:6 of the same law, such rights of access may be waived by the student or his or her parents. I understand that confidential recommendations are not required in the admissions process.

Please check one. I, the undersigned, therefore **waive** **do not waive** the right to examine this recommendation submitted in connection with my application for admission to the SIT Graduate Institute.

Signature of applicant _____ Date _____

Instructions for Reference Writer

The applicant has given your name as a reference. We appreciate your evaluation of this person's academic ability and potential for intercultural or international work. Please include comments regarding the applicant's personality, maturity, judgment, emotional stability, ability to work closely with others, motivation, initiative, tact, work habits, qualities of leadership, and adaptability in new and challenging situations, as well as comments on work. State how long and in what capacity you have known the applicant. (Note for Master of Arts in Teaching references: We are especially interested in your remarks concerning this person's potential as a teacher.) If you have already prepared a reference for this applicant and it is relevant for application to the program indicated above, feel free to send a copy in addition to using this form. Thank you.

Note: Please submit this form along with your letter of reference.

Name of reference _____ Date _____

Official position _____

Institution _____

Address _____

Email _____

Reference: Please check here if this reference may be used in a placement file after the applicant's matriculation at SIT Graduate Institute.

Submit this form to:

SIT Graduate Institute, Admissions Office, 1 Kipling Road, PO Box 676 Brattleboro, VT 05302-0676 USA
Telephone (802) 258-3510 Toll-free in US (800) 336-1616 Fax (802) 258-3500