Recommendation Letter Request Form

Department of Computer Science

Wenzhou-Kean University

Please complete this form, print, sign, and submit it to the faculty you would like to seek help to write recommendation letters for applying graduate schools in US/Canada. You must wait for your faculty to reply (agree/disagree) before you could put their name into your graduate school application.

Recommendation letters can only be given directly to graduate schools/programs from a recommender. Neither shall the letters be given back to the student nor the agent.

Part A. Applicant's Information

First name			Family name			Nick name (English)	
The best TOEFL iBT score	Reading	/30	The best GRE test score	Verbal	/170	Student ID#	
	Listening	/30		Quant.	/170		
	Speaking	/30		Writing	/6.0	Kean email	
	Writing	/30					
	Total	/120	IELTS score	(if taken):		WKU email	
Overall GPA	/4.0		Major GPA	/4.0		Minor in MATH?	YES / NO*
List all the courses you took in the last academic year (including fall, spring, summer semester) and the grades obtained:			*(e.g. CPS3440: A-)*				
List all the courses you are taking in this semester:							
List all the courses you took which were <u>taught</u> by the <u>recommender</u> and the grade you obtained:							
List projects you have participated under the <u>recommender's supervision</u> (max. two projects):			*(e.g. project title, duration, your role, and publication, if any)*				

List projects you have participated which were **not** under the recommender's supervision, including your individual project without any supervision (max. two projects):	
List awards/scholarship/achievement to support your application to graduate schools (max. two):	
List other community services or activities <u>relevant to Computer Science</u> and your service duration (max. two):	*(e.g. IT support: 1 year, Lab assistant: 8 months, workshop instructor in Python: 6 hours)*
List completed software system developed by yourself without significant help from others (max. two):	*(software title, purposes, development environment & duration)*

List programming languages you have learned/used extensively (> 2 years) and the level of competence (max. three):	1. Java	Advance/Intermediate*
	2.	Advance/Intermediate*
	3.	Advance/Intermediate*

List other technical skills related to computer science that may be useful in your graduate study (max. two):	

Any sample sentences you would like to include in the recommendation letter to describe your characters/achievement along with any supporting information (e.g. software developed, papers published, etc)?	
Any events/situations that have affected your past academic performance?	*(e.g. injuries from a car accident in Fall 2016, full-time job in 2015)*
What is your (terminal) career goal after completing the graduate program?	
List up-to-three major criteria of your choosing the graduate schools.	
This form has been filled truthfully to my knowledge and I cordially request for a recommendation letter for my graduate school application. By signing this request form I agree to waive my right to review the letter. Sign: _____ Date: _____	

*circle the one which applied

Part B. Graduate programs

Student (applicant) full name: _____   Student ID#: _____

Instructions/notes:

1. This form must be filled, printed, signed, and given to the recommender at least 30 days before the application deadline.
2. Up to 6 (six) recommendation letters may be seek from each faculty/recommender for his/her approval, and the recommender has the right to refuse any further request.
3. The applicant is responsible for checking any admission requirement/deadline and fill it truthfully.
4. The original copy of this form is for the recommender and a copy will be given to the applicant.
5. The applicant shall not put the recommender's name in his/her graduate application form before a copy of <u>signed</u> approval has been obtained.
6. The recommender reserves the right to change his/her decision without any prior notice to the applicant.

	Program study *(e.g. MS in Software Engineering)*	**University's name, location**	**Admission requirement** (TOEFL/GRE/GPA)	**Application deadline** (MM/DD/YYYY)	**Recommender's decision** *(filled by the recommender)*	
					Agree	**Disagree**
1			□ all satisfied □ not-satisfied	__/__/__	□ certainly □ likely	□ busy □ unfamiliar □ unqualified
2			□ all satisfied □ not-satisfied	__/__/__	□ certainly □ likely	□ busy □ unfamiliar □ unqualified
3			□ all satisfied □ not-satisfied	__/__/__	□ certainly □ likely	□ busy □ unfamiliar □ unqualified
4			□ all satisfied □ not-satisfied	__/__/__	□ certainly □ likely	□ busy □ unfamiliar □ unqualified
5			□ all satisfied □ not-satisfied	__/__/__	□ certainly □ likely	□ busy □ unfamiliar □ unqualified
6			□ all satisfied □ not-satisfied	__/__/__	□ certainly □ likely	□ busy □ unfamiliar □ unqualified

Student (applicant) signature: Faculty (recommender) signature:

_____   _____

Date: _____   Date: _____