



Lumpkin College of Business & Applied Sciences  
**School of Business**  
**MBA Program**

**MBA Admissions Recommendation Form**  
 Graduate Business Studies  
 Eastern Illinois University  
 600 Lincoln Ave  
 Charleston, IL 61920-3099  
 USA  
 phone: 217-581-3028 - fax: 217-581-6642

**I. To the Applicant:** Please complete section I of the form and have an individual who can evaluate your academic capabilities complete the remainder of the form.

**Applicant:** \_\_\_\_\_  
Last Name First Name Middle Initial Birthdate (MM/DD/YYYY)

**Address:** \_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Country Email Address

**NOTICE:** Public Law 93-380, the Family Education Rights and Privacy Act of 1974 grants all students the right to inspect and review all letters of recommendation written on/after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

**TO BE COMPLETED BY APPLICANT**

Name: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

I do  do not  wish to waive my right of access to this letter of recommendation as provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter.

\_\_\_\_\_  
Signature of Applicant

**II. To the Recommender:** The person named above is applying for admission to the MBA Program in the Lumpkin College of Business and Applied Sciences at Eastern Illinois University. The information contained in this form will be used to assess the applicant's qualifications. If the applicant has waived the right of inspection, the recommendation will not be available to the applicant.

**Please return both pages of the completed recommendation directly to the MBA Office, either by mail to the address listed at the top of this page, or by fax to 217-581-6642.**

**1. In what capacity do you know the applicant?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. How long have you known the applicant?** \_\_\_\_\_  
Years Months

3. Please rate the applicant on the qualities and abilities to do graduate work listed below.

	Unable to Judge	Below Average (Below 50%)	Average (Top 50%)	Above Average (Top 25%)	Superior (Top 10%)
Skill in written communication					
Skill in oral communication					
Responsibility					
Soundness of judgment					
Exercises initiative					
Intellectual ability					
Maturity					
Respect from peers					
Mathematical aptitude					

4. What do you consider to be the applicant's strengths? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. What do you consider to be the applicant's weaknesses? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Please rate the applicant's ability to succeed in the MBA Program.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Unable to                      Below Average                      Average                      Above Average                      Superior  
 Judge                      Not recommended

7. Please list any additional comments relating to the ability of the applicant to succeed in the program and as a future professional. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. I would support this student's application for a graduate assistantship within the program.                      Yes                      No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Present Position: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

*Please return this completed recommendation form to:*

Graduate Business Studies  
 Eastern Illinois University  
 600 Lincoln Ave  
 Charleston, IL 61920-3099  
 USA

mba@eiu.edu  
<http://www.eiu.edu/~mba/>  
 phone: 217-581-3028 - fax: 217-581-6642