

ARCHWAY SCHOLARSHIP

Nebraska Wesleyan University - Omaha

REFERENCE FORM

For completion by the applicant:

name of applicant

Under the Family Education Rights and Privacy Act, students have the right to inspect their files upon request. So that the person you have requested to write a letter of recommendation will know if his/her letter will be held in confidence or if the letter will be open to inspection upon your request, please sign one of the following statements. Your waiver of your right to see this letter of recommendation is not a requirement of admission.

I understand that I have the right to inspect my file upon request.
However, I hereby DO WAIVE my right of access to this letter of recommendation.

signature of applicant

date

I DO NOT WAIVE my right of access to this letter or recommendation.

signature of applicant

Date

To be completed by reference person:

1. How long have you known this person? _____
2. In what capacity? _____
3. What impresses you most about this person? _____

4. Are there any factors that might interfere with the applicant's success in the program? _____

5. Please rate the applicant in the following areas by checking the appropriate box:

	Exceptional	Above average	Average	Below average	Unable to evaluate
Academic performance					
Goal oriented					
Ability to work with others					
Leadership					
Personal initiative					
Oral communication					
Written communication					
Problem-solving					
Work ethic					
Community Involvement					
Honesty					

Comments on below average ratings: _____

Additional comments: _____

Please indicate whether or not you would recommend this person for baccalaureate study in business.

- Highly recommend
- Recommend
- Recommend with reservation
- Do not recommend

Signature: _____

Name printed or typed: _____

Position: _____

Address (please indicate whether home or work) home / work _____

**Thank you for completing this reference form.
Please return this form directly to:**

**Nebraska Wesleyan University - Omaha
Advantage Scholarship
11815 M Street
Omaha, NE 68137**