

UNIVERSITY OF HAWAII AT MĀNOA
DEPARTMENT OF EARTH SCIENCES
Graduate Admissions
1680 East-West Road, POST 606A
Honolulu, HI 96822

LETTER OF RECOMMENDATION FORM

TO APPLICANT: Type or print the information requested below, check the appropriate box for authorization and waiver, and give this form to the person supplying the recommendation.

Name of Applicant _____ Candidate for _____ Degree _____
Address _____ Zip Code _____
Applicant's E-mail Address _____
If a Graduate Assistantship is sought, indicate the type (Teaching or Research) _____
Name of Person Supplying Recommendation _____
Title _____ Organization Affiliation _____
Complete Phone Number _____ E-mail Address: _____

- I hereby waive any and all rights of access to confidential letters pertaining to this application. I understand that the completed form will be held in confidence from me and the public by the University of Hawaii at Mānoa.
- I DO NOT waive my right of access to this recommendation but I authorize therefore to provide a candid evaluation and all relevant information to the University of Hawaii at Mānoa.

Date _____ Applicant's Signature _____

TO WRITERS OF LETTERS OF RECOMMENDATION: The information you are asked to provide will help in the process of selecting graduate students. Please fill out BOTH SIDES of this form and send it directly to the department at the above address or upload it via the electronic request link sent to you by the applicant.

- How well and in what capacity do you know this applicant?
- Summary Evaluation. Please check the phrases below which best describe your overall recommendation regarding the candidate's admissibility into the Graduate Program in Earth Sciences at the University of Hawaii at Mānoa.

Strongly recommended Recommended Recommended with reservation NOT Recommended

- Please rate the applicant in the following areas by typing an "X" in the appropriate boxes.

Student population used for comparison _____

	truly extraordinary	excellent	very good	good	fair	poor	cannot assess
1) Research abilities and/or potential							
2) Academic performance							
3) a) Writing ability (English)							
b) Speaking and teaching abilities (English)							
4) a) Independence, maturity, responsibility							
b) Creativity, curiosity,							
c) Passion, ambition, perseverance							
5) Abilities in							
a) Teamwork,							
b) Community engagement (within and/or outside academia)							
c) Supporting diversity							

4. Letter of Recommendation. We thank you in advance for assisting in the evaluation of the applicant. Applicants are evaluated based on the following qualifications and abilities, listed in approximate order of priority from highest to lowest.

1. Research experience, skills, & potential
2. Academic performance and preparation
3. Writing, speaking, teaching abilities
4. Independence, maturity, responsibility, passion, ambition, perseverance, creativity, curiosity
5. Abilities in teamwork, community engagement (within or outside academia), and supporting diversity

Please provide a signed letter on your professional letterhead describing your assessment of, and illustrations of evidence for any or all of the above.

Upload the completed form (previous page) and your letter using the URL provided in the email you should have received, or soon will receive, from the UH Manoa Graduate Division. If you did not receive this email, please notify the applicant as they need to send their request to Graduate Division. You may also write to earth-admissions@soest.hawaii.edu about this, or any other questions you may have.

Submitting your recommendation by the following dates will greatly facilitate our evaluation of the applicant: January 15 for Fall admission, August 15 for Spring admission.