

LETTER OF RECOMMENDATION FORM

INSTRUCTIONS FOR 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.

APPLICANT'S INFORMATION

Name of Applicant: _____

Candidate for (select one): ☐ MS Degree
☐ PhD degree

Address: _____
(street address / city / state / postal code / country)

Applicant's E-mail Address: _____

Indicate the type of Graduate Assistantship you are applying for, if any: ☐ Teaching
☐ Research

RECOMMENDER'S INFORMATION

Name of Person Supplying Recommendation: _____

Title _____ Organization Affiliation: _____

Complete Phone Number: _____ Email Address: _____

Please select one statement below:

☐ 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 Hawai'i at Mānoa.

☐ I DO NOT WAIVE my right of access to this recommendation, but I hereby authorize the provision of a candid evaluation and all relevant information to the University of Hawai'i at Mānoa.

Signature of Applicant _____ Date _____

INSTRUCTIONS FOR RECOMMENDATION PROVIDER:

The information you are asked to provide will help in the process of selecting graduate students. Please complete the items on 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.

1. How well and in what capacity do you know this applicant?

2. **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 Hawai'i at Mānoa.

☐ Strongly recommended ☐ Recommended ☐ Recommended with reservation ☐ NOT Recommended

3. 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 &/or outside academia)							
	(c) Supporting diversity							

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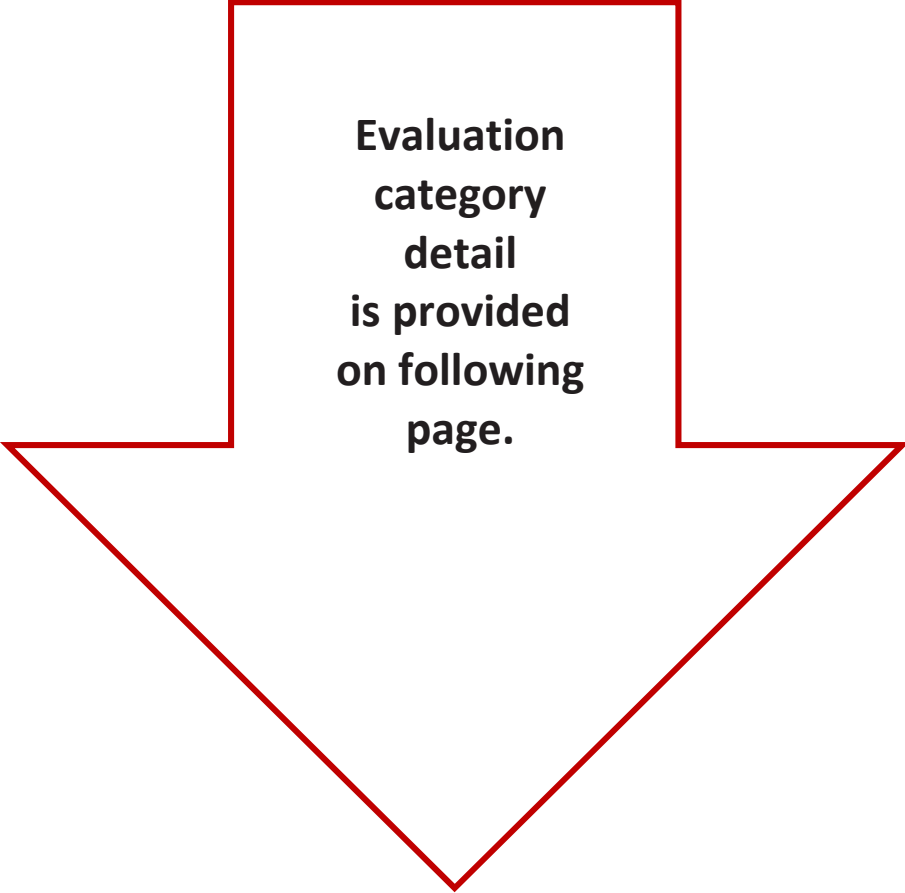
4. **Letter of Recommendation.** We thank you in advance for assisting in the evaluation of this applicant. Applicants are evaluated based on the following qualifications and abilities. For more information on these categories, please see the attached excerpt from the graduate application.
- Research motivation and interests
 - Research alignment, potential, and academic preparation
 - Communication
 - Teamwork
 - Maturity, responsibility, and perseverance
 - Creativity, curiosity, problem-solving skills, and independence

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 have received from the UH Mānoa Graduate Division. If you did not receive this email, please notify the applicant so they may send their request for an upload link to the 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:

- **December 1** for Fall admission
- **August 15** for Spring admission



**Evaluation
category
detail
is provided
on following
page.**

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To Recommendation Provider: Applicants are evaluated based on qualifications and abilities among the categories elaborated below. The application excerpt below is provided for your reference.



SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

UNIVERSITY OF HAWAII AT MĀNOA

Admission Process for the Graduate Program in Earth and Planetary Sciences University of Hawai'i at Mānoa

STATEMENT OF PURPOSE

We would like to learn more about YOU! Please write an essay that addresses the following prompts. The six prompts listed below highlight some of the key experiences, interests, and characteristics that will help you succeed in graduate school. Feel free to emphasize some of the prompts more than others, but all of them are considered to be important topics that are worthy of attention. The essay should be no longer than 2 pages, single spaced.

Research motivation and interests. Choosing a graduate program and research direction are important steps in your professional development. The University of Hawai'i at Mānoa (UHM) represents a geographically and culturally unique setting for graduate studies and research in the Earth and Planetary Sciences (EPS). Describe your motivation to apply to the EPS graduate program at UHM, and how our program relates to your specific research interests and professional goals.

Research alignment, potential, and academic preparation. There is an enormous diversity of research opportunities in the EPS graduate program at UHM with faculty in the Department of Earth Sciences (<http://www.soest.hawaii.edu/earthsciences>) and the Hawaii Institute of Geophysics and Planetology (<https://www.higp.hawaii.edu>). We encourage you to directly contact one or more potential advisors with research interests that best align with your own! Please do the following: (1) tell us the name(s) of your preferred advisor(s), (2) share your thoughts about the type of research you would most like to pursue with each one, and (3) briefly describe a past academic or extracurricular experience that will help you succeed in graduate school and your chosen type of research.

Communication. Communication (written and verbal) is an essential skill for success in all aspects of graduate school, including research, coursework, and classroom teaching. As a graduate student, you will have many opportunities to communicate. Examples include presenting your research at scientific conferences, serving as a teaching assistant, participating in community outreach activities, engaging with stakeholders, and writing scientific proposals and reports. Describe your relevant skills, interests, and experiences in communication, written and/or verbal. Your previous experiences may include formal and/or informal communication efforts.

Teamwork. Our program strives to build a collaborative environment that values the diversity of our community. Your research as a graduate student will often involve working as a team with your advisor, collaborators, and other students. Describe your interests, past experiences (academic or extracurricular), and/or abilities with collaboration on a team.

Maturity, responsibility, and perseverance. Completing graduate-level coursework, independent study, and research requires maturity, responsibility, and perseverance in handling deadlines, challenges, and even failures along the way. Describe a challenging experience, how you responded, and what you learned. You may choose an experience in which you did not succeed in achieving a goal or completing a task, or one in which you were eventually successful.

Creativity, curiosity, problem-solving skills, and independence. Conducting research and taking courses as a graduate student is often self-directed. This requires curiosity in answering a question or developing a hypothesis, creative problem-solving skills, and independence. Describe a time when you took initiative on something, either academic or extracurricular, that highlights some aspect of your independence, curiosity, creativity, and problem-solving skills.