Dear Applicant:

Thank you for your interest in the Mandel School of Applied Social Sciences (MSASS), Case Western Reserve University’s Graduate Social Work School. The self-managed application procedure enables the Mandel School to respond to completed applications in a timely fashion. Applicants for both programs must review and follow the instructions carefully. If test scores are required, they must be sent by the Educational Testing Service directly to the Mandel School.

The MNO application for admission must include the following:

- Application Form (Part I - no application fee required)
- Transcripts – sealed envelopes or sent electronic directly from institution
- Personal Statement and Resume (Part II)
- Three Recommendations (Part III) – sealed envelopes or electronic directly from reference

**Deadlines for completed applications:**
Full-time and Part-time applicants – January 31

We cannot make a decision on your application until we receive all your materials.

**FELONY STATEMENT:** An applicant who indicates that he/she has a prior felony conviction(s) will be asked to supply written documentation on the nature of the offense(s) and the disposition(s). The Mandel School may also conduct criminal background checks to verify this information.

Questions regarding admissions procedures, the status of your application and other pertinent information should be directed to:

Office of Admissions
Mandel School of Applied Social Sciences
Case Western Reserve University
10900 Euclid Avenue
Cleveland, Ohio 44106-7164
(800) 863-6772
msassadmit@case.edu

**Checklist:**
- Application Form
- Personal Statement
- Resume
- Official Transcripts requested from all undergraduate and graduate institutions
- Three References
**APPLICATION FOR ADMISSION TO THE MASTER OF NONPROFIT ORGANIZATIONS (MNO) PROGRAM**

*There is no application fee!*

**Part I**

Enter full name. Do not use initials

PLEASE USE THIS NAME CONSISTENTLY ON ALL YOUR RECORDS AND CORRESPONDENCE.

<table>
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<tr>
<th>Mr.</th>
<th>Ms.</th>
<th>Mrs.</th>
<th>LAST (Family)</th>
<th>MAIDEN</th>
<th>FIRST (Given)</th>
<th>MIDDLE</th>
<th>OTHER NAME USED</th>
</tr>
</thead>
</table>

Have you applied to CWRU before? Yes No

If yes, what school: __________________________ date: __________________________

Are you an employee of Case Western Reserve University? Yes No

**CURRENT MAILING ADDRESS**

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>City</th>
<th>State or Country</th>
<th>Zip/Postal Code</th>
<th>Area (Country) Code</th>
<th>Phone Number</th>
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until date:

Day

Evening

Mobile

Other

Email

**PERMANENT ADDRESS**

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<th>City</th>
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<th>Zip/Postal Code</th>
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**PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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<th>Phone Number</th>
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<th>Number and Street</th>
<th>City</th>
<th>State or Country</th>
<th>Zip/Postal Code</th>
</tr>
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</table>

**ENROLLMENT OPTIONS**

ADMISSION STARTING DATE

Spring/Summer/Fall ________ (Year)

DUAL DEGREE PROGRAM

Please indicate if you are interested in pursuing the following dual degree program. Applicants to combined programs are required to file separate applications with each program. Please contact the other program for application material.

- MSSA / MNO

<table>
<thead>
<tr>
<th>BIRTHPLACE:</th>
<th>CITY</th>
<th>STATE OR COUNTRY</th>
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</table>

<table>
<thead>
<tr>
<th>BIRTHDATE:</th>
<th>MO</th>
<th>DAY</th>
<th>YR</th>
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</thead>
</table>

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<tr>
<th>GENDER:</th>
<th>Male</th>
<th>Female</th>
<th>Other</th>
</tr>
</thead>
</table>

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<tr>
<th>CITIZENSHIP:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

U.S. Citizen?

U.S. Permanent Resident?

Refugee?

Dual Citizen?

Country of Citizenship 1

Country of Citizenship 2

ETHNIC BACKGROUND*

Do you consider yourself to be Hispanic or Latino? Yes No

In addition, please select one or more of the following racial groups in which you consider yourself a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Island
- White

*This is important in determining the effectiveness of efforts to provide equal education opportunity. All information will be reported only in the aggregate.
**ENROLLMENT OPTIONS (cont.)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Have you ever applied to CWRU before?</td>
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<tr>
<td>If yes, to which school?</td>
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<tr>
<td>Have you ever enrolled at CWRU before or are you currently enrolled at CWRU?</td>
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<tr>
<td>If yes, at which school?</td>
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<td></td>
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<tr>
<td>If yes, what were/are your dates of enrollment?</td>
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<tr>
<td>Are you an employee of CWRU?</td>
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<tr>
<td>Are you a Fisk University student?</td>
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<tr>
<td>Are you a McNair Scholar?</td>
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<tr>
<td>Are you a Vietnamese Education Fellowship student (VEF)?</td>
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</tbody>
</table>

**INTERNATIONAL APPLICANTS ONLY**

Are you applying with the help of an international Education Consultant or Agent?  
If yes, please provide the following:  
- Name of Education Consultant or Agency:  
- Country of Education Consultant or Agency:  
- Type of Visa held: (if appropriate)  
  - F1  
  - J1  
  - Other (specify)  
  - Dates: to  
- Date I-94 Expires: 
- Alien Registration Number:  
- Date Entered U.S.: 

**FOR INTERNATIONAL STUDENTS FROM NON-ENGLISH SPEAKING COUNTRIES**

TOEFL (Test for English as a Foreign Language)  
IELTS (International English Language Testing System)  
Minimum score: 577 paper-based, 90 internet-based  
Score:  
Minimum score: 7.0  
Score:  
Date Exam Taken: 
Score:  
Date Exam Taken:  
Please authorize the release of your test score from ETS. Please use CWRU’s school code **951105**  
**Application will not be reviewed until we receive one of the above test scores.**

Name as it appears on passport:  
(First/Given Name)  
(Last/Family Name)

**SCHOLARSHIPS/FINANCIAL AID**

Your application for admission will also be used as your scholarship application. Scholarship consideration:  
- Early Decision, February 1 and General Decision, March 1  
(Scholarship deadlines are the same for U.S. and international students.)

If you are applying for federal financial aid, please complete the Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov, which is also required for consideration of need-based aid, and authorizes the release of your application to the University's Financial Aid Office (Title IV Code: E00084)

International Students are not eligible for financial assistance from the U.S. Government.
WORK EXPERIENCE
List all social work and human service related experience, beginning with the most recent, including full-time, part-time, paid and volunteer. *You must complete this section even if a resume or CV is enclosed.*

<table>
<thead>
<tr>
<th>Employer:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From mm/yyyy</td>
<td>To mm/yyyy</td>
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<tr>
<td>Position:</td>
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</tr>
<tr>
<td>□ Paid</td>
<td>□ Volunteer</td>
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<td>□ Paid</td>
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<td>Position:</td>
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<tr>
<td>□ Paid</td>
<td>□ Volunteer</td>
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SERVICE CORPS
Are you an alum or member of a service corps? □ Yes □ No If yes, please check affiliation below and add dates of service next to the box:
- Teach for America □
- Peace Corps □
- Americorps □
- Jesuit Volunteer Corps □
- City Year □
- Coro □
- Other __________________________ □

MILITARY SERVICE RECORD
Have you served in the U.S. Armed Forces? □ Yes □ No If yes, what Branch?: ________________

CASE WESTERN RESERVE UNIVERSITY RELATIONSHIPS
Did a member of your family attend Case Western Reserve University? □ Yes □ No If yes: what school?: ______ Name: __________ Relationship: __________

Academic History
List below all colleges/universities attended (include graduate programs) starting with your undergraduate institution. An official transcript is required from each undergraduate and graduate college/university attended, including those for which 6 or more transfer credits were granted toward your degree and the one in which you are currently enrolled. If the college is part of a university with a different name, give the name of the college and of the university. If more space is needed, please attach additional sheets.

*International applicants:* List actual name of degree received or expected. Do not transfer or interpret in terms of American equivalent.

OFFICIAL TRANSCRIPTS IN SEALED ENVELOPES MUST BE RECEIVED FROM EACH SCHOOL ATTENDED BEFORE YOUR APPLICATION CAN BE PROCESSED. 
Failure to supply complete and accurate information below may result in a delay in processing.
<table>
<thead>
<tr>
<th>NAME OF COLLEGE/UNIVERSITY ATTENDED</th>
<th>DATES OF ATTENDANCE (MM/YYYY)</th>
<th>MAJOR</th>
<th>DEGREE NAME</th>
<th>DATE DEGREE RECEIVED</th>
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### TEST SCORES

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<th>GRE</th>
<th>GRE SUBJECT</th>
<th>GMAT</th>
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<tr>
<td>Exam Date: ____________________</td>
<td>Exam Date: ____________________</td>
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<tr>
<td>Verbal: _____ Percentile: _____</td>
<td>Exam Subject: __________</td>
<td>Verbal: _____ Percentile: _____</td>
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<td>Quantitative: _____ Percentile: _____</td>
<td>Score: ______</td>
<td>Quantitative: _____ Percentile: _____</td>
</tr>
<tr>
<td>Analytical: _____ Percentile: _____</td>
<td>____________________________</td>
<td>Analytical: _____ Percentile: _____</td>
</tr>
</tbody>
</table>

If you have not yet taken the test required for your program of study, when do you plan to take the test? Exam Date: ________________

<table>
<thead>
<tr>
<th>MAT</th>
<th>OTHER (e.g. MCAT)</th>
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<tbody>
<tr>
<td>Exam Date: __________</td>
<td>Exam Date: __________</td>
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<tr>
<td>Score: ______</td>
<td>Score: ______</td>
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</tbody>
</table>

If you have not yet taken the test required for your program of study, when do you plan to take the test? Exam Date: ________________

Have you ever been convicted of a felony: □ Yes □ No

Admission decisions for applicants with felony convictions are made on a case by case basis. If you answered yes to this question, please provide on a separate document: relevant dates, the nature of the offense, the name and location of the court, sentence imposed and any other information you want the Admissions Committee to consider.

REFERENCES: Ask three people who have recent knowledge of your qualifications to write recommendations in your behalf using the forms enclosed and/or a separate letter. Three supporting recommendations are required. References must be academic, professional or a combination of both. Please list the names and addresses of your references.
Case Western Reserve University does not discriminate in recruitment, employment, or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, national or ethnic origin, political affiliation, or status as a disabled veteran or other veteran protected under U.S. federal law. In addition, the university expects all employees, students, vendors, and associates to comply with the policy of non-discrimination. The university intends to maintain an environment free of sexual harassment and will not tolerate any form of harassment of employees or students. Retaliation against persons raising concerns about discrimination, sexual harassment or harassment of any kind is prohibited and will constitute separate grounds for disciplinary action up to and including discharge or expulsion from the university. The university encourages and values diverse views, thoughts, opinions, experiences, backgrounds, and cultures, and strives to provide both the opportunity and a safe environment for diversity to be expressed.

CONTINUE TO PART II
APPLICATION FOR ADMISSION TO THE MASTER OF NONPROFIT ORGANIZATIONS (MNO) PROGRAM

Part II

Enter full name. Do not use initials
PLEASE USE THIS NAME CONSISTENTLY ON ALL YOUR RECORDS AND CORRESPONDENCE.

SOCIAL SECURITY NUMBER

<table>
<thead>
<tr>
<th>Mr.</th>
<th>Ms.</th>
<th>Mrs.</th>
<th>LAST (Family)</th>
<th>MAIDEN</th>
<th>FIRST (Given)</th>
<th>MIDDLE</th>
<th>PREFERRED NAME</th>
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PERSONAL STATEMENT
Please type and attach to your application a statement that will allow the Admissions Committee to understand more fully interest in this educational program. All items must be addressed. You may use a paragraph response for each question or free flow essay that captures each point. Usually the essay will be 3-4 pages in length.

1. The profession of Nonprofit Organizational Management as a Career Goal
   - Why does Nonprofit Management appeal to you?
   - What particular aspects or specialized fields of Nonprofit sector interest you the most?
   - What contribution will you make to the school and to your fellow students?
   - Why are you seeking professional education at this time?
   - What are your career goals in Nonprofit Management for the five years following graduation?

2. Experience as a Student
   - How do you expect your performance in graduate school to compare with your performance as an undergraduate student?
   - Give reasons for any differences you may anticipate?
   - If you have ever received a failing grade, been on probation or been dismissed from or denied readmission to any college, explain. Be specific.
   - If you have an undergraduate grade-point average (GPA) below a 3.0, explain. Be specific

3. Work Experience
   - Give an example of a work-related or volunteer-related challenge and how you resolved it?
   - What has been your experience working with multi-cultural populations or social issues?
   - Please attach a detailed resume to this personal statement in which you highlight your paid or volunteer human service experience while also addressing any gaps in your work history?

4. Other Experience
   - Describe your experience/participation in school and community activities.
   - Describe your experience in the helping role, such as family or other social or work experience, in which you gave or received help.
   - Please provide any other information you feel to be useful to the Admissions Committee as they consider your application.

Application material is considered confidential. It is shared only with those persons concerned with your admission and your educational experience. The Mandel School of Applied Social Sciences reserves the right to investigate the accuracy of the information.
Application for Admission to the Master of Nonprofit Organizations (MNO) Program

Signature Page

Print, complete and send in this form along with your completed application to:

Mandel School of Applied Social Sciences
Case Western Reserve University
Office of Admissions
10900 Euclid Avenue
Cleveland, Ohio 44106-7164

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE.

I understand that any misrepresentation of omission of facts is sufficient cause to deny admission to or, if enrolled, termination from the program. I authorize the Mandel School of Applied Social Sciences, the university and its agents to verify any information on this application, including conducting background checks into the records of law enforcement agencies and/or Bureau of Motor Vehicles for records of criminal convictions.

Name (print) ____________________________________________

First Middle Last

Signature ______________________________________________

Date __________________________________________________
APPLICATION FOR ADMISSION TO THE MASTER OF NONPROFIT ORGANIZATIONS (MNO) PROGRAM

Part III

Name of Applicant: ____________________________
First (Given) ___________ Middle ______ Last (Family) ___________

Name of Reference: ____________________________
Title ______ First ______ Last ______

Letter of Reference

TO THE APPLICANT:

Read and complete this section and give it to the person writing this reference along with the enclosed envelope. This person must return this completed reference directly to the School to be included with your application packet.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

- [ ] I do waive my right to inspect the contents of the following recommendation.
- [ ] I do not waive my right to inspect the contents of the following recommendation.

Signed ____________________________ Date ____________

TO THE REFERENCE:

The above named is applying for admission to the Mandel School of Applied Social Sciences at Case Western Reserve University. The candidate has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work. Please be candid in your assessment of the candidate. You may attach a separate letter to this form, if you prefer. Your statements should be mailed directly to the Mandel School with your signature on the seal of the envelope.

Since the School’s decision cannot be made until references have been received, we would appreciate a reply at your earliest convenience. Thank you for your cooperation and interest.

1. How long have you known the applicant? ____________________________

2. In what capacity have you known the applicant? (please check the appropriate boxes)

| ☐ Professor / Instructor | ☐ Research Supervisor | ☐ Academic Advisor | ☐ Supervisor | ☐ Field Instructor | ☐ Personal | ☐ Other |
3. Please indicate applicants’ ability & professional competence in comparison to other individuals whom you have known in similar stages in their careers. Please indicate your evaluation by placing a check in the appropriate category.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Exceptional Top 1%</th>
<th>Outstanding Upper 10%</th>
<th>Very Good Upper 15%</th>
<th>Above Average Upper 25%</th>
<th>Average Upper 50%</th>
<th>Average Lower 50%</th>
<th>Inadequate Opportunity to Observe</th>
</tr>
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<tbody>
<tr>
<td>General Knowledge</td>
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<tr>
<td>Knowledge in chosen field</td>
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<tr>
<td>Self-reliance, motivation, and seriousness of purpose</td>
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<td>Originality</td>
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<td>Emotional maturity</td>
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<td>Ability to make sound judgments</td>
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<td>Communication skills (in English), oral and written</td>
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<td>Effectiveness in interactions with other individuals</td>
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<td>Potential for future growth in chosen field</td>
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4. Please indicate your overall endorsement of the applicant
   - [ ] Recommend Highly
   - [ ] Recommend
   - [ ] Recommend with reservation

5. Please comment on any specific talents the applicant has demonstrated in human services work and other pertinent types of work.

6. What is your estimate of the applicant’s promise as a graduate student? Include views on such matters as previous scholarly accomplishments, intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly and creatively, drive motivation, scholarly and professional potential.

Name ____________________________________________ Position/Title _______________________

Organization __________________________________________________________________________

Address _______________________________________________________________________________

Email _________________________________________________________________________________

Signature ____________________________________________ Date _______________________________
APPLICATION FOR ADMISSION TO THE MASTER OF NONPROFIT ORGANIZATIONS (MNO) PROGRAM

Part III

Name of Applicant: ________________________________________________________________

First (Given)   Middle   Last (Family)

Name of Reference: ______________________________________________________________

Title   First   Last

Letter of Reference

TO THE APPLICANT:

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4. Please indicate your overall endorsement of the applicant
   - [ ] Recommend Highly
   - [ ] Recommend
   - [ ] Recommend with reservation

5. Please comment on any specific talents the applicant has demonstrated in human services work and other pertinent types of work.

6. What is your estimate of the applicant’s promise as a graduate student? Include views on such matters as previous scholarly accomplishments, intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly and creatively, drive motivation, scholarly and professional potential.

Name ___________________________________________ Position/Title ______________________________
Organization ________________________________________________________________
Address ________________________________________________________________
Email ________________________________________________________________
Signature ____________________________ Date ____________________________
APPLICATION FOR ADMISSION TO THE MASTER OF NONPROFIT ORGANIZATIONS (MNO) PROGRAM

Part III

Name of Applicant: ________________________________
First (Given)       Middle       Last (Family)

Name of Reference: __________________________________
Title       First       Last

Letter of Reference

TO THE APPLICANT:

Read and complete this section and give it to the person writing this reference along with the enclosed envelope. This person must return this completed reference directly to the School to be included with your application packet.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

☐ I do waive my right to inspect the contents of the following recommendation.
☐ I do not waive my right to inspect the contents of the following recommendation.

Signed ________________________________ Date __________

TO THE REFERENCE:

The above named is applying for admission to the Mandel School of Applied Social Sciences at Case Western Reserve University. The candidate has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work. Please be candid in your assessment of the candidate. You may attach a separate letter to this form, if you prefer. Your statements should be mailed directly to the Mandel School with your signature on the seal of the envelope.

Since the School’s decision cannot be made until references have been received, we would appreciate a reply at your earliest convenience. Thank you for your cooperation and interest.

1. How long have you known the applicant? ____________________________________________

2. In what capacity have you known the applicant? (please check the appropriate boxes)

☐ Professor / Instructor    ☐ Research Supervisor    ☐ Academic Advisor
☐ Supervisor               ☐ Field Instructor    ☐ Personal
☐ Other
3. Please indicate applicants’ ability & professional competence in comparison to other individuals whom you have known in similar stages in their careers. Please indicate your evaluation by placing a check in the appropriate category.

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<th>Outstanding Upper 10%</th>
<th>Very Good Upper 15%</th>
<th>Above Average Upper 25%</th>
<th>Average Upper 50%</th>
<th>Average Lower 50%</th>
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