



RECOMMENDATION FOR APPLICANT TO THE

**MASTER OF SCIENCE IN HUMAN CAPITAL AND
ORGANIZATION DEVELOPMENT**

Name of Applicant	Graduate Degree Program Applying for
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To the applicant: please submit two (2) letters of recommendation.

- The first must be from your immediate superior or employer where you are presently working.
- The second must come from another person (a university or college professor, a former employer, or someone of reputable standing in his or her profession) who can make a fair and objective assessment of your ability to pursue graduate studies in MS HCOD.

Important: None of the recommendations should be made by a relative of yours or by anyone connected with the University of Asia and the Pacific.

*This form should be submitted to the School of Education and Human Development (SED) in a **sealed envelope** and **signed on the flap** by the recommending person together with the rest of the requirements for admission to the graduate program. SED reserves the right to contact the persons making the recommendations to verify or confirm information provided.*

To the recommending person: The applicant named above is seeking admission to the Master of Science (MS) in Human Capital and Organization Development program at the University of Asia and the Pacific and has chosen you as reference. Your assessment of the applicant, together with the other requirements to be submitted by the applicant, will help us in evaluating his/her application. Please answer the questions below and return this form in a sealed envelope with your signature across the flap.

1. How long have you known the applicant and in what capacity?

- As his current employer/supervisor _____ years
- As his former employer/supervisor _____ years
- As his/her professor _____ years
- As his research adviser _____ years
- Others (please specify) _____ _____ years

2. How would you rate the applicant in terms of the following factors?

Criteria/Rating	Excellent	Very Good	Good	Fair	No basis for Judgment
Intellectual ability					
Written expression					
Clarity of oral expression					
Emotional maturity					
Responsibility and initiative					
Moral integrity					
Leadership ability					
Diligence and resourcefulness					

- 3.** Please write or type on a separate sheet your overall impression of the applicant’s abilities, skills and readiness for graduate studies as well as his potential to pursue independent work and research. We are also interested in your assessment of the applicant’s personality traits that will have a direct bearing on his/her success in completing the graduate degree program.

Thank you very much.

Recommending Person’s Name and Signature	
Institution and Contact Information	