

LETTER OF REFERENCE – PROGRAM IN SUBSTANCE ABUSE

Part 1: INSTRUCTIONS TO THE APPLICANT

The applicant is responsible for completing **Part 1** of this form and presenting it to the faculty member of your academic institution or the work supervisor who will make the recommendation. REQUEST THAT IT BE SENT DIRECTLY TO THE ADMISSIONS OFFICE AS EARLY AS POSSIBLE.

Applicant's Name: _____

Employer or Academic Institution: _____

Name and Title of Referring Faculty or Supervisor: _____

Phone and Address of Referring Faculty or Supervisor: _____

Privacy Act:

- I hereby waive my right to the information in this document.
- I do not waive my right to the information in this document.

Applicant's Signature: _____

Part 2: INSTRUCTIONS TO THE REFERRING FACULTY OR SUPERVISOR

The above student is applying for admission to the Program in Substance Abuse of the Universidad Central del Caribe. We will appreciate that you share with us information about the candidate that will provide our Admission's Committee with a profile of may qualify him/her to pursue post-baccalaureate studies. In addition to the specified information requested, feel free to include any other information that further describes the candidate. This form should be sent directly to the Admissions Office as early as possible.

Please answer the following questions. Make a check mark in the most appropriate column and provide any additional comments on the lines at the end.

1. How well do you know the applicant?

- Very well Fairly well Slightly well

2. In what capacity have you been associated with the student?

- Instructor Employer Other: _____

3. How do you evaluate the aptitude of the applicant for post-baccalaureate studies in substance abuse? (clarity of thinking, speed of learning, works logically and systematically)

- Excellent Very good Good Poor Unable to Evaluate

4. How do you evaluate his/her motivation and initiative to pursue -baccalaureate studies in substance abuse? (commitment, dedication, and if devotes time and energy to all duties)

- Excellent Very good Good Poor Unable to Evaluate

5. How do you evaluate his/her interpersonal relations? (exhibits respect and understanding of others, ability to get along, cooperation)

- Excellent Very good Good Poor Unable to Evaluate

6. How do you evaluate his/her communication skills? (clarity of expression, articulateness, understanding)

- Excellent Very good Good Poor Unable to Evaluate

7. How do you evaluate his/her level of responsibility? (dependability, promptness, conscientiousness)

- Excellent Very good Good Poor Unable to Evaluate

8. How do you evaluate his/her level of maturity? (ability to cope with life situations, capacity to achieve and awareness of own strengths and weaknesses)

- Excellent Very good Good Poor Unable to Evaluate

9. Please check your overall evaluation of the applicant for a profession in the field of substance abuse:

- Outstanding Excellent Very good Good Fair Poor Unable to Evaluate

Additional Comments. The Program in Substance Abuse is interested in knowing of any other characteristics of the applicant which you have observed such as leadership skills, participation in intra/extra curricular activities and degree of social awareness commitment. You can also attach a personal letter for the comments.

Signature: _____

Date: _____

Name & Title of Referring Faculty: _____

Department and/or subject taught: _____

Address of Referring Faculty: _____

Telephone number where you can be reached: _____