



→ Use this form only if your evaluator does not want to submit an electronic evaluation for you. Have your evaluator place your evaluation in a sealed envelope, sign across the seal and mail it to: Columbia University GSAS, 108 Low Library MC 4303, 535 West 116<sup>th</sup> Street, New York NY 10027.

**TO BE COMPLETED BY APPLICANT**

LAST NAME (FAMILY/SURNAME)	FIRST NAME (GIVEN)	MIDDLE NAME
VARIATIONS OF YOUR NAME ON OFFICIAL RECORDS	DATE OF BIRTH	
PROGRAM OF STUDY	DEGREE	TERM
TELEPHONE	EMAIL ADDRESS	

**Statement on Confidentiality:** Federal law gives students the option of waiving their right to see specific letters of evaluation. If the applicant has waived this right by signing the waiver below, this letter will be held confidential. If the applicant has not signed the waiver, it will be assumed that this letter may be seen by the applicant if he or she enrolls in Columbia University Graduate School of Arts and Sciences.

**Waiver:** In accordance with the Family Education Rights and Privacy Act of 1974, I waive my right to review this letter.

SIGNATURE	DATE
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**TO BE COMPLETED BY EVALUATOR**

NAME OF EVALUATOR	TITLE	TELEPHONE
INSTITUTION	ADDRESS	
EMAIL ADDRESS	CITY	STATE
HOW LONG HAVE YOU KNOWN THE APPLICANT?	COUNTRY	POSTAL CODE
IN WHAT CAPACITY?		

**PLEASE RATE THE APPLICANT RELATIVE TO OTHERS WHO HAVE GONE TO GRADUATE SCHOOL IN RECENT YEARS**

	TRULY EXCEPTIONAL	TOP 10%	TOP 20%	TOP 50%	BOTTOM 50%	UNABLE TO JUDGE
ACADEMIC PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTELLECTUAL POTENTIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEMONSTRATED OR POTENTIAL ABILITY TO ENGAGE IN GRADUATE-LEVEL RESEARCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If this student enrolls in the Graduate School, do you give permission to release a copy of this evaluation to another academic institution upon the request of the student and at the discretion of Columbia University Graduate School of Arts and Sciences?  Yes  No

**Please comment on the applicant's strengths and weaknesses on the back of this form or on a separate sheet of letterhead.**  
Enclose your evaluation in an envelope, sign across the seal and mail your evaluation directly to the Graduate School of Arts and Sciences Admissions Office at the address above.

SIGNATURE	DATE
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