



Professional Letter of Recommendation Form

The below listed person has applied for admissions to the School of Business at Manhattanville College. Your recommendation is part of the admissions process. We appreciate your honesty and frankness in filling out this form. The Family Educational Rights and Privacy Act of 1974 allows students to review their file. The law also permits the student to sign a waiver relinquishing the right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Name of Applicant: _____
(Last) (First)

Signature of Applicant: _____

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

2. What is your impression of the applicant's ability to undertake an undergraduate/graduate program?

3. What is your impression of the applicant's potential for success in their chosen field of study?

4. Please comment on the applicant's character, personality, maturity, stability and responsibility.

5. Overall, how would you rate the applicant as a potential student (please check one):

Outstanding Good Fair Poor

— Please turn over —

6. Additional Comments:

Name: _____

Title: _____

Company/School: _____

Address: _____

(Street) (City) (State) (Zip)

Email Address: _____ Telephone: _____

(Required) (Optional)

Signature: _____ Date: _____

By checking this box I agree to waive my written signature with this e-approval.



Please return to: **Manhattanville College**
School of Business Office of Admissions
Reid Castle, Room B5
2900 Purchase Street
Purchase, NY 10577

Phone: **(914) 323-5150**

Fax: **(914) 323-3488**

Web: mville.edu/business

Email: business@mville.edu