



LETTER OF RECOMMENDATION (Rev. August 2018)

APPLICANT'S NAME AND ADDRESS:

Social Security Num.: _____

Student Num. (UPR System) _____
(If applicable)

To be completed by the applicant:

Last Name	First Name	Middle Name
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The Family Educational Rights and Privacy Act (20 United States Code 1252 (g)) provide that each applicant will have the right of access to his or her letters of recommendation. Check one below and sign the appropriate statement.

- I hereby waive my right of access to the information provided in this evaluation. In waiving this right of access, I understand that this completed form will be held in confidence from me by the University of Puerto Rico.
- I do not waive my right of access to this evaluation.

Date _____

Signature _____



LETTER OF RECOMMENDATION

Name of Student _____ Student Number: _____

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

1. Instructor: ___ Lecture ___ Laboratory ___ Seminar _____
2. ___ Advisor
3. ___ Socially
4. ___ Other (Please specify): _____
5. ___ Not Acquainted

B. How well do you know the applicant?

1. _____ Very well
2. _____ Fairly well
3. _____ Slightly

C. How long have you known the applicant _____?

D. What would be your attitude toward having this student in a responsible position under your direction?

1. _____ Definitely would want him/her
2. _____ Would want him/her
3. _____ Would be satisfied to have him/her
4. _____ Would prefer not to have him/her
5. _____ Definitely would not want him/her
6. _____ Unable to judge



POST DOCTORAL MASTER IN CLINICAL AND TRANSLATIONAL RESEARCH PROGRAM

SCHOOL OF HEALTH PROFESSIONS & SCHOOL OF MEDICINE • MEDICAL SCIENCES CAMPUS • UNIVERSITY OF PUERTO RICO

UPR
Universidad de Puerto Rico
Recinto de Ciencias Médicas



E. To your knowledge has there ever been any disciplinary action involving this student, which might indicate unsuitability for Graduate Studies?

1. _____ Yes. If yes, please provide full explanation in Narrative Comments Section or in a letter.
2. _____ No.

II. Narrative Comments: Please follow the instructions for each item. The following has been suggested by Graduate Committee members as important information they would like to have included in narrative comments on each applicant. Please compare this applicant to other applicants from your institution.

A. Personal attributes: Please emphasize assets and liabilities, particularly those qualities that would indicate special promise or potential problems for graduate education, teaching, and research. Description of the applicant's actions in particular situations would help to clarify your appraisal.

B. Academic achievement: Since transcripts are available, comments should amplify the information on the applicant's academic record including the following.

1. Academic achievement relative to others from your college or university, e.g., class standing.
2. Consistency of performance.
3. Extenuating circumstances, which might account for atypical grade(s) or course load(s).
4. Degree of strenuousness of class (es) - honor section(s), etc.

C. Employment, extra-curricular or vocational activities: Since this is given on the application, mention only if you can elaborate meaningfully on them. Any activities that indicate motivation for graduate work are of special interest. If involvement was extensive, what was the effect on academic achievements?

D. Honors received, academic or nonacademic: Specify the competition or degree of selectivity as such awards, e.g., how many were awarded in what student population?



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A. Please indicate with a check mark (X) for each factor below your opinion of this applicant's position on that factor relative to other students at your institution.

FACTORS	Outstanding: Top 5%	Excellent: Next 10%	Very Good: Next 20%	Good: Next 40%	Fair: Next 20%	Poor: Bottom 5%	No basis for judgment
Motivation for graduate studies: genuineness and depth of commitment.							
Maturity: personal development, ability to cope with lives situations.							
Emotional stability: performance under pressure; mood stability; constancy in ability to relate to others.							
Interpersonal relations: ability to get along with others; rapport; cooperation; attitudes toward supervision.							
Empathy: sensitivity to needs of others; consideration, tact.							
Judgment: ability to analyze a problem; common sense; decisiveness.							
Resourcefulness: originality; sense of responsibility; promptness; conscientiousness.							
Reliability: dependability; skillful management of available resources.							
Communication skills: clarity of expression; conscientiousness.							
Perseverance: stamina, endurance.							
Self-confidence: assuredness; capacity to work with awareness of own strengths and weaknesses.							



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B. Please check your overall evaluation of the applicant for graduate studies.

1. _____ Outstanding Candidate
2. _____ Excellent Candidate
3. _____ Very Good Candidate
4. _____ Good Candidate
5. _____ Fair Candidate
6. _____ Poor Candidate
7. _____ No Basis for Judgment

Name (Print): _____

Academic Rank: _____ Department: _____

University: _____

Mailing Address: _____

City _____

Country or State _____ Zip Code _____

Date _____

Signature _____

Please send this Recommendation Letter to the following address:

**Oficina Central de Admisiones
P. O. Box 365067
San Juan, P. R. 00936-5067
Atte: Ms. Raiza Hidalgo
Program: Postdoctoral Master in Clinical and Translational Research**