

**UNM Alumni Association
Letter of Recommendation**

ACADEMIC YEAR 2012-2013
DUE DATE: February 29, 2012 by 5:00 p.m.

Student's Name _____ UNM ID _____

INSTRUCTIONS: Thank you in advance for your honest and objective assessment of this applicant. The recommendation can be as detailed as you choose to make it. Recommendations must be returned to the applicant or to the Alumni Relations Office by **Feb. 29, 2012 at 5:00pm**. Questions? Contact Roberta Ricci at abqricci@unm.edu, or 505/277-5808.

Recommendations may be returned in one of the following ways:

- **Directly to the Candidate:** Seal the envelope with your signature across the seal. The recommendation cannot be printed by the student and attached to the application.
- **By Email:** Email the recommendation as a PDF file directly from your e-mail address. The recommendation cannot be forwarded from the student's e-mail address. Email to Roberta Ricci, abqricci@unm.edu (SUBJECT LINE: Scholarship / Students' Name).
- **By Postal Mail:** Mail under separate cover to the Alumni Relations Office, ATTN: Scholarship Reviewing Committee, 1 University of New Mexico, MSC01 1160, Albuquerque, New Mexico 87131-0001

TO BE FILLED OUT BY THE EVALUATOR:

Evaluator's Name _____ Relationship to Applicant _____

Dept./Org. _____ Title/Position _____

Email _____ Phone _____

TYPE OF RECOMMENDATION:

- PROFESSOR/ACADEMIC:** Comment on the student's skills and abilities with regard to academic performance and leadership in the classroom.
- PERSONAL/PROFESSIONAL:** Comment on the student's skills and abilities with regard to character, leadership, community service, and/or civic engagement.

STATEMENT OF CONFIDENTIALITY :

- I AGREE that this recommendation is to remain confidential. *Applicant does not have my permission to view and/or receive a copy of the recommendation.*
- I DO NOT AGREE that this recommendation is to remain confidential. *Applicant has my permission to view and/or receive a copy of this letter of recommendation.*

By signing or typing my name below, I certify the that this letter of recommendation is to true and correct, and that this information is for the purpose of the UNM Alumni Association scholarship program.

Evaluator's Signature _____ Date _____

FOR OFFICE USE ONLY: Date Received _____ Departmental Verification _____

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RECOMMENDATION: *(Feel free to use additional sheets if necessary)*

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