Please provide this form to your referee and have him or her fill it out and return it directly to UMT’s Office of Admissions.

SECTION 1 (TO BE COMPLETED BY THE APPLICANT):

Applicant Information (please print or type)

Last Name: ____________________________ First Name: ____________________________ Middle Initial: _____

By giving this form to a referee, I am aware that under the Congressional Family Educational Rights and Privacy Act of 1974 [Sec. 438(a)(20)(B)c(c)], I am not required to, but that I voluntarily waive my right to access to confidential letters and statements of recommendation submitted to University of Management and Technology in support of my application to the university. I further understand that under the provisions of the Family Education Rights and Privacy Act, an unsuccessful applicant, regardless of whether such applicant has signed a waiver, has no right to inspect any of the admission application materials accumulated in his/her file. The giving of a waiver shall not be regarded as a condition for admission to the university.

I hereby: □ do □ do not waive my rights of access to any and all letters or statements of recommendation which may be submitted by ____________________________ (Applicant must specify the name of person submitting recommendation before sending a form to that person) in connection with my application to University of Management and Technology.

Signature of Applicant: ____________________________ Date: __________________

SECTION 2 (TO BE COMPLETED BY THE REFEREE):

On behalf of the Office of Admissions, thank you for taking time to participate in the student recommendation process.

Please return the completed form by mail to: Office of Admissions, University of Management and Technology, 1901 North Fort Myer Drive, Suite 700, Arlington, VA 22209, USA, or directly email it to admissions@umtweb.edu.

1. How long have you known the Applicant named above? ____________________________

2. What is your relationship with the Applicant? ____________________________

3. How do you rate the Applicant on the following criteria? (Please check the appropriate boxes)
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<thead>
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<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Unsatisfactory</th>
<th>Unobserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence in his/her field</td>
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<td>Integrity</td>
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<td>Motivation</td>
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<td>Commitment to the task at hand</td>
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<td>Innovative ability</td>
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<td>Ability to work in a team</td>
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<td>Verbal skills in English</td>
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<td>Written communication skills in English</td>
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</tbody>
</table>

Additional Comments:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Name of the person who completed this form: ______________________________
Position/Title: _____________________________________________________________
Organization: _____________________________________________________________
Address: _________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Telephone number: ______________________________ E-mail: ______________________________
Signature: ______________________________ Date: ______________________________