

# Computer Science, Mathematics, and Physics Scholarship Program of Central Connecticut

Central Connecticut State University  
Manchester Community College  
Tunxis Community College

## Recommendation letter request form

### Part 1 - Completed by applicant

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**Name:** \_\_\_\_\_  
Last, First Middle

I am applying to (check one):     CCSU     MCC     TCC

I choose to have this recommendation treated as (check one):

CONFIDENTIAL (not open for my review)     NON-CONFIDENTIAL (open for my review)

If a box has not been checked, the recommendation will be treated as non-confidential.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Part 2 – Completed by recommender

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The person whose name appears above is applying to Computer Science, Mathematics, and Physics Scholarship Program of Central Connecticut (<http://www.ccsu.edu/csmp>). Your candid assessment of the applicant will greatly assist us in making a decision that is good for both the applicant and the Scholarship Program. We appreciate the time and effort you are making to provide us with this information.

1. Please define the nature of your relationship to the applicant. The relationship was/is: (check all that apply)

Professional     Academic     Other (Explain) \_\_\_\_\_

I have known the applicant for approximately \_\_\_\_\_ years; \_\_\_\_\_ months

In the case of faculty, list the courses the applicant took under your direction at \_\_\_\_\_

Course number	Course name	When taken	Grade
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2. Please give us your appraisal of the applicant in terms of the qualities listed below.

	Top 5% Exceptional	Top 25% Above Average	Average	Lower 25%	Below Average	Not Observed
Integrity						
Motivation: willingness to work intensely toward goals						
Ability to work with others						
Ability to manage time wisely						
Analytical ability: problem recognition, structuring, and solving						
Ability in oral expression						

(continued on the next page)

3. What do you consider to be the applicant's strengths or talents?
4. What do you consider to be the applicant's weaknesses or challenges?
5. How will this scholarship help the applicant realize his or her goals?
6. Please feel free to comment on the ratings you assigned in section 2 and to make an additional statement about the applicant's record, potential or personal qualities that will help us reach a decision.
7. I  strongly recommend,  
 recommend,  
 recommend with reservations,  
 do not recommend that this applicant be granted the scholarship.

**Recommender's signature:** \_\_\_\_\_

**Recommender's name (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Please send your completed recommendation letter by email to:

**CCSU applicants**

Dr. Stan Kurkovsky  
Program Director/CCSU

[kurkovsky@ccsu.edu](mailto:kurkovsky@ccsu.edu)  
(860) 832-2720

**MCC applicants**

Ms. Ibtam Mahfouz  
Program Coordinator/MCC

[IMahfouz@manchestercc.edu](mailto:IMahfouz@manchestercc.edu)  
860-512-2710

**TCC applicants**

Dr. Karen Birch  
Program Coordinator/TCC

[kwosczyrna-birch@commnet.edu](mailto:kwosczyrna-birch@commnet.edu)  
860-723-0075