



### BSN for Registered Nurses Program (RN-BSN) Reference Form

**Note to applicants:** Your College of Nursing Supplemental Application must include two separate copies of this form. The reference should be completed by two different people who have worked closely with you in an educational, administrative, collegial, or supervisory capacity. References should not come from a family member, friend, or peer co-worker. References should be returned to the applicant, with the reference writer’s signature across the envelope seal. The applicant should then submit the references with their completed application to:

**Michigan State University  
College of Nursing  
Bott Building for Nursing Education and Research  
1355 Bogue Street, Room C-120  
East Lansing, MI 48824-1317  
Attn: RN-BSN Advisor**

The applicant must complete and sign the following statement before submitting this form to the recommendation writer. This request is in compliance with Federal Law P.L. 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974.

I **waive** my right of access to this letter of recommendation. Student will not be able to view the recommendation if this box is checked.

I **do not waive** my right of access to this letter of recommendation. Student will be able to view the recommendation is this box is checked.

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Signature of Applicant

Date

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Printed Name of Applicant

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Name of Reference Completing Form

**Applicant's Full Name:** \_\_\_\_\_

**Reference Writers:** *Thank you for taking the time to submit this reference on behalf of the above named applicant. Your thoughtfulness and care in furnishing this information are greatly appreciated.*

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

Please provide a candid assessment of the applicant's:

Interpersonal relationships- communication skills with supervisors, peers, patients or clients

Academic abilities- decision-making skills, critical thinking skills, and problem-solving abilities

Leadership abilities- their ability to initiate change and their style of leadership

Personal characteristics which may promote or inhibit nursing study and practice- motivation, flexibility, sensitivity, compassion, and perseverance

Please rate the applicant in comparison with his/her peers:

	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>No Basis for Judgment</b>
<b>Interpersonal Relationships</b>					
<b>Intellectual Ability</b>					
<b>Leadership Ability</b>					
<b>Personal Potential for Nursing Study</b>					

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**Signature of Reference Writer**

**Date**

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**Printed Name of Reference Writer**

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**Institution**

**Email Address**