

# Ottawa University Admission **MSN** Nursing Program Reference Form

Department: Nursing

**Please complete and scan or fax documents to:**

[krystin.sanford@ottawa.edu](mailto:krystin.sanford@ottawa.edu)

**Fax: 913-273-1700**

***To be completed by applicant:*** (This section should be completed by the applicant prior to giving to reference)

Name of applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicant Waiver:** (This section should be completed by the applicant prior to giving to reference)

\*Note: **Please** check with your reference to ensure that he/she is willing to submit a recommendation without the guarantee of confidentiality.

I hereby waive my right to review this recommendation and give my permission for this document to remain confidential between Ottawa University and the reference listed below.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

I do not waive my right to review this recommendation.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

*\*Please Note: If none of the above is signed, this reference will be kept confidential.*

***To be completed by reference:*** (This section should be completed by the reference)

The person named above is applying for admission to the Ottawa University **MSN** Nursing Program and has requested that you complete the following as part of their application process. Thank you for your assistance.

Reference Name: \_\_\_\_\_

Organization/Position: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long have you known applicant?: \_\_\_\_\_

Please rate this applicant according to the following criteria:	Excellent	Good	Average	Below Average	Not Observed (may add additional comments on back)
Interaction with others (team work)					
Communication Skills (verbal and written)					
Accountability for their work					
Organization of work					
Integrity					
Dependability					
Caring attitude					
Leadership					

**Please indicate your recommendation of this applicant for the Ottawa University MSN program by the following:**

Recommend with Enthusiasm

Recommend

Do not Recommend

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please Note: This reference is valid for one year after date received.*

***Please feel free to add any additional comments/explanation on back of this form.  
Please ensure that these comments are attached when sent with front copy of this form.***