

2022 Georgia Legislative Intern Program

Reference Form (for UGA students only)

Applicant: Complete this section only. If not completed, the file will be treated as confidential. Under the provisions of the federal Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Enter your name below and circle one of the statements so the reference will be advised of your choice.

Name of Applicant	
<p style="text-align: center;">Confidential File</p> <p>I grant permission for this reference form and the accompanying letter or statement to be held confidential, and I waive my rights to inspect them under all applicable statutes.</p>	<p style="text-align: center;">Open File</p> <p>I retain the choice of having this reference form and accompanying letter or statement available to me.</p>

This section to be completed by the reference:

How long have you known the applicant?						
In what capacity?						
Has the applicant taken a course from you?						
Please rate the applicant in comparison to others you have known in the same capacity.						
	Below Average	Average	Above Average	Superior	Excellent	Unable to Judge
Research skills						
Intellectual and analytical skills						
Speaking ability						
Writing ability						
Maturity						
Acceptance of responsibility						
Determination						
Self motivation						
Ability to get along with others						
In addition to checking the above factors, it is essential to include a statement indicating the overall strengths and weaknesses of the applicant. You may use the reverse side or attach a letter.						
Signature				Date		
Name (please print)				Phone		
Title						
Address						
Deadline: Envelope must be postmarked by March 31, 2021.						
Please mail the reference form to Georgia Legislative Intern Program, Carl Vinson Institute of Government, University of Georgia, 201 North Milledge Avenue, Athens, GA 30602 OR scan and e-mail the form to internships@cviog.uga.edu .						