Carl Vinson Institute of Government
UNIVERSITY OF GEORGIA

VINSON INSTITUTE FELLOWS PROGRAM
REFERENCE FORM

SECTION 1: TO BE FILLED OUT BY THE APPLICANT: Complete Section 1 and give the form to your referee.

Name:_____
LAST FIRST MIDDLE

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. Check one of the following statements so the reference will be advised of your choice.

☐ *Confidential file.* I grant permission for this reference form and the accompanying letter or statement to be held confidential, and waive my rights to inspect them under all applicable statutes.

☐ *Open file.* I retain the choice of having this reference form and accompanying letter or statement available to me.

Signature:_____ Date:_____

SECTION 2: TO BE FILLED OUT BY THE REFEREE: Please scan and send by e-mail to internships@cviog.uga.edu or mail directly to the Carl Vinson Institute of Government, Vinson Institute Fellows Program, 201 North Milledge Avenue, Athens, GA 30602. E-mailing is encouraged.

How long have you known the applicant? In what capacity?_____

_____

Has the applicant taken a course from you? _____ If so, how many?_____

Please indicate your perceptions of the applicant's competence in the following areas, relative to peers:

	Below Average	Top 50%	Top 25%	Top 10%	Top 1%	Unable to Judge
Research Skills						
Intellectual and Analytical Skills						
Speaking Ability						
Writing Ability						
Maturity						
Acceptance of Responsibility						
Determination						
Self-Motivation						

In addition to checking the above factors, you may attach a separate statement indicating the overall strengths and weaknesses of the applicant.

Signature of Referee_____ Date _____

Name (please print) _____

Title _____ Organization: _____

E-mail address _____ Phone _____

For further information, e-mail *internships@cviog.uga.edu*.