

PERSONAL REFERENCE FORM

Return completed form to:
 Graduate Admissions Office
 Southern Polytechnic State University
 1100 South Marietta Parkway
 Marietta, Georgia 30060-2896

Questions?
 If you need assistance in completing this form or if you have questions, contact the Admissions Office at 678-915-7281.

Deadline
 Applications and ALL required credentials must be received by the Office of Admissions by the term deadline date in order to be processed for admission.

STUDENT INFORMATION

Social Security Number / Student ID ▼			
Last Name ▼	First	Middle/Maiden	Title [Jr., III, etc.]

I am seeking admission to the following graduate program at Southern Polytechnic State University:

- | | | |
|--|--|---|
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Information Design and Communication | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Software Engineering |
| <input type="checkbox"/> Engineering Technology (Electrical) | <input type="checkbox"/> Master of Business Administration (MBA) | <input type="checkbox"/> Systems Engineering |

I realize under the provisions of the Family Educational Rights and Privacy Act of 1974, I may decide whether letters of reference written at my request are to be held confidential or whether they are to be available for my personal inspection.

With an understanding of the provisions of the Family Educational Rights and Privacy Act of 1974, I hereby waive my right to inspect, review, and have access to this evaluation when it has been completed in connection with my application to Southern Polytechnic State University.

Signature of Applicant ▼	Date
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INSTRUCTIONS

Please have a professor, professional colleague, and/or supervisor who is familiar with your educational and/or professional background complete the reverse side of this reference form and return the completed form DIRECTLY to:

Southern Polytechnic State University
 Graduate Admissions Office
 1100 South Marietta, Parkway
 Marietta, GA 30060-2896
 Attention: Graduate Admissions Committee for:

- | | | |
|--|--|---|
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Information Design and Communication | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Software Engineering |
| <input type="checkbox"/> Engineering Technology (Electrical) | <input type="checkbox"/> Master of Business Administration (MBA) | <input type="checkbox"/> Systems Engineering |

APPLICATION DEADLINES

To be considered for admission, all admission documents, including Certificate of Immunization, must be received by the following semester deadline dates:

Semester Deadline Dates:

Summer	Apr. 1
Fall	Jul. 1
Spring	Nov. 1

INTERNATIONAL APPLICANTS » If you are applying from outside of the United States, you must submit all admission documents, including Certificate of Immunization, at least 60 days prior to the above deadline dates.

Semester Deadline Dates:

Summer	Feb. 1
Fall	May 1
Spring	Sep. 1

