
Recommendation Letter Format for the Ed.D. in Educational Leadership Program

Duquesne University-School of Education-Department of Educational Foundation and Leadership
Working across boundaries, aspiring for social justice.

Instructions to the Applicant:

Please request a recommendation from three individuals who know you well and can provide an overview of your achievements, scholarship, character, and abilities. Make a copy of this form for each recommender. Provide each individual with a stamped envelope addressed to:

**The Ed.D. in Educational Leadership Program
c/o Darlene Miller, Program Assistant
405 Canevin Hall
Duquesne University School of Education
600 Forbes Avenue
Pittsburgh, PA 15282**

Or, if they prefer, provide the recommender with the email address for the program:

Edleadership@duq.edu

To be completed by the applicant:

Applicant Information	
Name of Applicant	
Street Address	
City, State, Zip Code	
Telephone Number	
Email Address	

I voluntarily waive my rights of access to this recommendation under Public Law 93-380, so that it may be kept confidential. I further understand that this confidential recommendation will be used for the sole purpose of considering my application for admission to the Ed.D. in Educational Leadership Program at Duquesne University.

Signature of Applicant:

Date:

Questions regarding the completion of this form may be addressed to the Ed.D. in Educational Leadership program office via email at EdLeadership@duq.edu or by telephone at (412) 396-4038.

To the Writer of the Recommendation: The person whose name appears above is applying for admission into the Ed.D. in Educational Leadership program at Duquesne University.

Thank you for your willingness to complete this recommendation on behalf of this applicant. Your comments will be an important source of information for the admissions committee.

Therefore, we respectfully request that your letter answers the following five questions.

Directions for Completing and Sending Your Letter:

- You may use the pages below to respond to the questions, or respond to the questions using your own letterhead.
- If you use your own letterhead, please ensure that your letter includes your professional title, organization, mailing address, email address, and phone number.
- Send your completed letter via an email attachment to: EdLeadership@duq.edu
- Or mail your letter to:

**The Ed.D. in Educational Leadership
c/o Darlene Miller, Program Assistant
405 Canevin Hall
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1. How long have you known the applicant and in what capacity?

2. In your expert opinion, is this applicant prepared to engage in meaningful and rigorous study both independently and through collaborative inquiry?

3. Our Ed.D. in Educational Leadership seeks students with a serious commitment to improving education with an express goal of seeking social justice—equity and excellence for all students. What examples can you cite from the applicant’s career that illustrate a commitment to social justice or that highlight the applicant’s potential to succeed in a program framed by this vision?

4. When you think of instances of this applicant's leadership, what core values appear to guide the applicant's leadership actions and impacts?

5. Is there additional or pertinent information related to the applicant that is important for the admissions committee to consider?

Recommender Information	
Name of Recommender	
Title/Organization	
Mailing Address	
Email Address	
Daytime Telephone Number	

Signature:

Date: