



**SAN FRANCISCO  
STATE UNIVERSITY**

DEPARTMENT OF  
GEOGRAPHY & ENVIRONMENT

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San Francisco, CA 94132

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<http://geog.sfsu.edu/>

**Master's Program in Geography/Geographic Information Science  
Letter of Recommendation Guidelines**

Name of Applicant:

Dear Recommender:

The applicant named above is applying for admission to the San Francisco State University Master's Program in Geography/Geographic Information Science.

**In your letter, please indicate:**

- 1) How long and in what capacity have you known the applicant?
- 2) Your assessment of the applicant's ability to excel in this master's degree program.
- 3) Your personal impressions of the applicant's intellectual ability, capacity for analytical thinking, professional skills and experiences, aptitude to conduct research in the field, persistence and motivation, and ability to work in the environments associated with this field of study.
- 4) Your assessment of the applicant's verbal and written communication skills.
- 5) If applicable, include any known obstacles the applicant may have had to overcome to attain their educational goals.

**Please also include:**

Your name and Position or Title

Company/University

Your contact information (Address, phone number and email address)

Your letter should be addressed to Graduate Coordinator, SFSU Geography & Environment Department.

Once the applicant lists you as a recommender via Cal State Apply, you should receive an email with a link to upload your letter to Cal State Apply.

Thank you very much for assisting us in the evaluation process.

Sincerely,

Department of Geography & Environment