



**NATIONAL SCIENCE FOUNDATION (NSF)
SCHOLARSHIP FOR SERVICE PROGRAM
RECOMMENDATION FORM**

**Applicant Information:**

Name: _____

Recommender Information:

Name: _____

Organization: _____

Job Title: _____

Address: _____

E-Mail Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

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In accordance with the Family Educational Rights and Privacy Act, this letter of reference will become part of your file but it will not be disclosed to any unauthorized individual without your consent. If you are given a scholarship under this program, you will have access to the contents of this letter unless you voluntarily waive your right of access. Please check one of the boxes below before you sign or date the following statement.

I have read the information above and hereby:

 waive do not waive

my right of access to this document should I receive scholarship under this program.

Applicant's signature: _____ Date: _____

APPLICANT: Please fill in all information above this line.

RECOMMENDER: Thank you for your time in providing this recommendation for the applicant named above. Please mail AND email (cybercorps@cs.uh.edu) the recommendation on official letterhead to:

Scholarships For Service Selection Committee
University of Houston
4800 Calhoun Road
501 PGH
Houston, TX 77004
Email: rverma@uh.edu

We ask that you do this as soon as possible, but recommendations must be received no later than **Aug. 15 at 11:59 p.m., Central Time**, since only after an application packet is complete can selected students be called in for brief personal interviews. If you cannot meet this deadline, please suggest that the student find another recommender, as a missing recommendation letter will negatively affect the student's chance for a scholarship.

If you have any questions, please contact the scholarship program at **713-743-3407/713-743-3348**.

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University of Houston

This recommendation consists of two parts, a Competency Ratings Table and a letter of reference on your organization's letterhead. Please be sure to complete both portions.

1. COMPETENCY RATINGS TABLE

- NA = Inadequate Opportunity to Observe
- 1 = No Knowledge or Ability
- 2 = Basic Knowledge or Ability
- 3=Intermediate Knowledge or Ability
- 4=Advanced Knowledge or Ability
- 5=Superior Knowledge or Ability

Please rate the applicant, using the above scale, on each of the following competencies:

Competency	Rating (NA or 1-5)
Knowledge of the techniques of the information security discipline, including encryption, access control, physical security, training, threat analysis, and authentication.	
Knowledge of the human factors in information security, including human computer interaction, design, training, sabotage, human error prevention and identification, personal use policies, and monitoring.	
Ability to identify and analyze problems, distinguish between relevant and irrelevant information to make logical decisions, and provide solutions to individual and organizational problems.	
Ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.	
Ability to make clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed, facilitates an open exchange of ideas and fosters an atmosphere of open communication.	
Ability to express facts and ideas in writing in clear, convincing and organized manners appropriate to the audience and occasion.	

2. LETTER OF REFERENCE

Please provide your comments on the applicant in a short letter of recommendation **ON YOUR ORGANIZATION'S LETTERHEAD**. Please indicate whether you know the applicant in an academic or employment relationship, indicate how long you have known the applicant, and assess the applicant's potential for academic success and fulfillment of a degree requirement in a program of study in computer security and information assurance. The emailed copy should be the text of this letter, sent from your account.

You may wish to expand on the information in the Competency Ratings Table above. Any additional information on his or her academic work, intellectual qualities, motivation, potential for growth, character, personal qualities, creativity, leadership, emotional maturity, and special strengths or weaknesses will be very helpful.

Recommender's Signature: _____ Date: _____