TO THE COLLEGE OFFICIAL

If you have access to the applicant’s academic record and disciplinary record, please complete this form in its entirety. Attach the applicant’s official transcript (check copies for readability). Use both pages to complete your evaluation for this student, and be sure to sign below. If you have access to the applicant’s academic record only, please complete the relevant portion of this form, then forward to the appropriate official for completion of the disciplinary questions, asking that official to mail the form to the applicant’s colleges after doing so.

College official’s name (Mr./Ms./Dr., etc.)  
Signature  
Please print or type  
Date  

Title  
College or university  

College or university address  
City/Town  
State/Province  
Country  
ZIP/Postal Code  

College official’s phone (  )  
Area Code  
Number  
Ext.  
College official’s fax (  )  
Area Code  
Number  
Ext.  

College or university CEEB/ACT code  
College official’s e-mail  

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Background Information

Class rank: _________  Class size: _________  Covering a period from _________ (mm/yyyy) to _________ (mm/yyyy).

The rank is ○ weighted ○ unweighted. How many students share this rank? _________ _______________ _

○ We do not rank. Instead, please indicate quartile _________  quintile _________  decile _________.

Cumulative GPA: _________ on a _________ scale, covering a period from _________ (mm/yyyy) to _________ (mm/yyyy).

This GPA is ○ weighted ○ unweighted. The school’s passing mark is ___________________ ___ __ ___.

Highest GPA in class ___________________ Graduation date _________ (mm/dd/yyyy).

Ratings  Compared to other students in his or her class year, how do you rate this student in terms of:

No basis  Below average  Average  Good (above average)  Very good (well above average)  Excellent (top 10%)  Outstanding (top 5%)  One of the top few I’ve encountered (top 1%)

Academic achievement

Extracurricular accomplishments

Personal qualities and character

OVERALL

Evaluation  Please write whatever you think is important about this student, including a description of academic, extracurricular, and personal characteristics. We welcome a broad-based assessment that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)

If you are completing only the questions pertaining to the applicant’s disciplinary record, please provide the following information:

College official’s name (Mr./Ms./Dr., etc.) ____________________________________________  Please print or type

Signature ____________________________________________  Date _________ mm/dd/yyyy

Title ____________________________________________  College official’s e-mail ____________________________________

College official’s phone (_______) ______________________________________  College official’s fax (_______) ____________________________________

Area Code  Number  Ext.  Area Code  Number  Ext.

① Is this applicant in good academic standing? ○ Yes  ○ No

② Is this applicant eligible to return to your school? ○ Yes  ○ No

If you answered no to either or both questions, please attach a separate sheet of paper or use your written recommendation to provide details.

① Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant’s probation, suspension, removal, dismissal, or expulsion from your institution? ○ Yes  ○ No

② To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? ○ Yes  ○ No

If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

○ Check here if you would prefer to discuss this applicant over the phone with each admission office.

I recommend this student:  ○ No basis  ○ With reservation  ○ Fairly strongly  ○ Strongly  ○ Enthusiastically

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