

# Confidential Letter of Recommendation for Undergraduate Admission

## INSTRUCTIONS TO THE APPLICANT

Complete the top portion of this form and give it to the person providing your recommendation.

Applicant's Name \_\_\_\_\_  
Last First Middle Initial   
Social Security/ID Number

Academic Program \_\_\_\_\_  
Degree (BS/BA) Major

I have submitted an application for undergraduate admission to Fairleigh Dickinson University. I understand that this recommendation is confidential and will not be released either to myself or a third party, and will be used only in the evaluation of my application.

## INSTRUCTIONS TO RECOMMENDER

This student is applying for admission to Fairleigh Dickinson University. We are interested in your candid appraisal of his/her intellectual motivation and the scholarly quality of his/her work. Your evaluation is very important to us and will be an integral element in our decision process.

**This form should be returned to the following address as soon as possible.**  
**Office of University Admissions • Fairleigh Dickinson University • 1000 River Road, H-DH3-10 • Teaneck, NJ 07666**

Name \_\_\_\_\_

Title and Institutional Affiliation \_\_\_\_\_

If You Are a Teacher, Please Indicate Subject Taught \_\_\_\_\_ Dates Taught \_\_\_\_\_

Address of Recommender \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please comment on the quality and nature of the applicant's academic work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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How would you describe this student? Are there any personal strengths, weaknesses or problems of which you feel we should be aware?

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	<i>Below Average</i>	<i>Average</i>	<i>Good (Above Average)</i>	<i>Very Good (Well Above Average)</i>	<i>Excellent (Top 10%)</i>	<i>One of the Top Few in My Career</i>
Creative, original thought						
Motivation						
Perseverance						
Independence, initiative						
Intellectual ability						
Academic achievement						
Written expression of ideas						
Effective class discussion						
Disciplined work habits						
Potential for growth						
<b>Summary Evaluation</b>						

Additional Comments \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

*Confidentiality:*  
 This form will be retained in the student's file, should the applicant matriculate. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files, which may include such forms as this. Fairleigh Dickinson University does not provide access to admissions records to applicants, students who are denied admission or students who decline an offer of admission. The University's policies may be of assistance to you as you complete this form. Many thanks for your comments and assistance.