

Spelman College

Application for Admission



Spelman College

Office of Admissions

350 Spelman Lane SW • Campus Box 277 • Atlanta, GA • 30314-4399

Telephone: 1-800-982-2411

Fax: 404-270-5201

www.spelman.edu/admissions

Instructions

Spelman College is a private, independent, historically Black college of liberal arts and sciences for women. The College admits female candidates without regard to race, color, religion, creed, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status.

Thank you so much for your interest in applying to Spelman College. We look forward to receiving your materials. **Before completing your application, please review the instructions that follow.** They contain important information that will assist you in compiling your best presentation for the admissions committee. If you have questions about the admission process, please contact the Office of Admissions at 800-982-2411.

APPLICATION STATUS CHECK: Once you have applied to Spelman College, you will receive a student number, also known as a 900 number. You will be able to check the status of your application by logging into our application status check website at www.spelman.edu/appstatus. There you can check receipt of application documents, school reports, test scores, letters of recommendation and payments.

I. Entrance Categories

Please complete the application for the entrance category that best matches your needs.

New First Time Applicant

Any applicant who has never attended college as a full-time, degree-seeking student is considered a New First Time student. New First Time applicants must show proof of graduation from high school, or the equivalent, prior to enrollment at Spelman College. The application is complete when all credentials including the application form, essay, recommendations, official test scores, and official transcripts are received by the Office of Admissions. New First Time applicants may apply under one of the following plans. Students are allowed (and are encouraged) to apply in Early Notification or Regular Decision categories prior to November 1. Only students who select Early Decision will be considered under its binding agreement terms.

Early Decision

- This plan is binding and therefore best suited for the applicant who has decided early in the college search process that Spelman College is clearly her first choice.
- All required application materials must be submitted by November 1 (postmark), otherwise the application will be moved to Regular Decision status.
- The applicant agrees not to be an Early Decision candidate at any other college.
- If accepted by Spelman College, the applicant will withdraw her application from all other colleges and universities. Applicants seeking financial assistance will not be required to withdraw other applications, but must submit the enrollment fee deposit within 2 weeks of receiving a financial aid award letter from Spelman College.
- Applicants not admitted under this plan are automatically considered under the Regular Decision plan.

Early Notification

- This plan is non-binding. If admitted, these applicants are not required to withdraw applications at other institutions.
- All required application materials must be submitted by November 15 (postmark), otherwise the application will be moved to Regular Decision status.
- Applicants not admitted under this plan are automatically considered under the Regular Decision plan.

Regular Decision

- All required application materials must be submitted by February 1 (postmark). Applications received after the deadline are given consideration on a space-available basis.
- Admission decisions will be mailed by April 1 to all applicants who submitted all required documents by February 1.

Joint Enrollment Applicant

The Joint Enrollment program allows outstanding high school seniors to enroll at Spelman while completing the senior year of high school in an Atlanta area school. Required application materials are the same as for New First Time applicants. Additionally, students are required to submit a letter of recommendation from the high school principal or guidance counselor. Applicants will also be required to interview with the Office of Admissions and/or the Office of the Dean of Undergraduate Studies. Contact the Office of Admissions for additional information.

Transfer Applicant

Anyone who has completed a high school diploma, or its equivalent, and has attended another college for at least one term as a degree-seeking student, will be evaluated as a transfer applicant. Students with fewer than one year of attempted college credits as a full-time student (30 semester hours or the equivalent) must meet New First Time eligibility as well as transfer requirements. Transfer applicants should specify a major other than undecided.

Please note: Limited space is available for transfer students, and some majors may not be available.

Guest Applicant

A degree-seeking student at another college or university may apply to enroll at Spelman College and earn credits toward completion of studies at her home institution. Students must submit approval from either the Office of the Registrar or the academic major department of the home institution. Students must also verify that they are currently in good academic standing at the institution. Guest students are eligible to attend Spelman College for a maximum of one year.

Pauline E. Drake Program (Nontraditional) Applicant

This program is designed to assist the nontraditional college student, which is defined as an individual who:

- 1) is at least 25 years old, and
- 2) graduated (or was scheduled to have graduated) from high school at least five (5) years ago

A complete application form will include the application form, essay, official high school transcript or GED record, official transcripts from ALL postsecondary institutions attended, a resume, and letters of recommendation from any two of the following: college professors or administrators, college or school counselors, supervisors, or employers. The resume length should be no more than 2 pages and should include the applicant's name on each page. It should also include high school(s) and college(s) attended, GED results (if applicable), work history, community activities, honors, and awards.

International Student Applicant

Anyone who is not a U.S. citizen or Permanent Resident Alien is classified as an International Student applicant. Students are eligible to apply as New First Time, Transfer or Guest applicants, but may be required to submit supplemental materials after the application is received. TOEFL exam scores are required for the student whose primary language is not English. Students who require an F1 (Student) Visa must submit proper financial documentation before a Form I-20 will be issued. The Financial Statement is available online at www.spelman.edu/students/international/ or through the Office of International and Commuter Students. The Office of International and Commuter Students can be contacted via email at international@spelman.edu. All application materials must be received by December 31 (postmark).

II. Application Guidelines

We strongly recommend that all application materials be submitted at the same time. If possible, you should collect sealed copies of transcripts and letters of recommendation, and send them in one envelope with other application materials. This will assist in expediting the review process.

Application Options

Students are able to submit the application for admission in a variety of formats. The choice of method does not influence the final admission decision, so use the format most comfortable for you. Please do not submit more than one version of the application for a single term. Doing so may delay processing.

The **Online Application** is accessible directly from the Admissions website (www.spelman.edu/applyonline). The application fee for this version is \$25.

The **Common Application** is accessible on the Admissions website and through the Common Application website (www.commonapp.org). The application fee for this version is \$25. If you choose this option, be sure to follow links to the Spelman College essay. This essay is required for scholarship and Honors Program consideration, as well as for transfer admission.

The **Paper Application** is available through the Office of Admissions and at many local high schools throughout the country. It is also available for download on the Admissions website (www.spelman.edu/admissions). The application fee for this version is \$35.

Application Fee

The non-refundable application fee is required to process an application for admission. Applications received without the fee cannot be processed. Make a check or money order payable to Spelman College. Please do not send cash. We are unable to accept starter checks.

Name

In the section "Preferred First Name," please include any variations of your name that may have been used on standardized tests or other official documents that will be submitted on your behalf (e.g., Kim instead of Kimberly). This will assist the admissions staff in appropriately matching your records with your file.

In the section "Previous Names", please indicate other names that you have used during your high school and/or postsecondary education. This may include maiden names, surnames, or names that have since been legally changed for various reasons. This information will assist the admissions staff in appropriately matching your records with your file.

Email Address

Please list an email address which we may use to communicate with you throughout the admissions process. This should be an address that you check regularly. Some students set up an account specifically for their college application process, to help manage official communications from institutions. If you change your preferred email account during the admissions and enrollment process, please notify us immediately, so that your records can be updated.

Transcripts

Official transcripts should be submitted for review. They should be received in a sealed envelope directly from the institution(s) and should include grades from all completed terms of enrollment. If the name on your transcript is not exactly as it appears on your application, please be sure to note variations in the "Previous Names" or "Preferred Name" sections of the application, as appropriate. This will aid in matching documents with other application materials.

Test Scores

New First Time Applicants, and Transfer Applicants with fewer than 30 credit hours, are required to submit score results from either the Scholastic Assessment Test (SAT), or the American College Test (ACT). International applicants for whom English is not the primary language are required to submit TOEFL scores. The Office of Admissions prefers to receive these scores electronically, directly from the testing agency, to ensure accuracy. Scores can be requested online using the designated Spelman College code for each testing agency. Scores received on official high school transcripts will also be considered. If the name used to register for the exam is not exactly as it appears on your application, please be sure to note variations in the "Previous Names" or "Preferred Name" sections of the application, as appropriate. This will aid in matching scores with other application materials.

SAT Code: 5628
www.collegeboard.com
866-756-7346

ACT Code: 0794
www.act.org
319-337-1313

TOEFL Code: 5628
www.toefl.org
877-863-3546

Essay

All applicants are required to submit an essay for evaluation as part of the admissions process. Please read the instructions for this section carefully as you prepare your work. If you are submitting the paper version of the application you may either print your essay directly onto the form provided, or paste a printed copy into the available space. If you choose to write the essay on the form, please remember to print legibly.

Interviews

Interviews are not required of all applicants to Spelman College. However, the Admissions Committee may determine that an interview is necessary for individual candidates before a final decision will be made. In this situation, the applicant will be notified and arrangements will be made for the candidate to participate. While in-person interviews are preferable, interviews by phone or online will be allowed when scheduling or distance from campus makes it necessary.

Recommendations

Recommendations should be submitted by all applicants using the forms provided. Make sure that the individual providing the recommendation is aware of the deadline for submission and that you have given adequate time for this person to complete your request. If you elect to submit these forms with all of your other application materials (preferred), they should be in individually sealed envelopes directly from the person providing the recommendation. If recommendations are sent under separate cover, they should be addressed to: Office of Admissions, Spelman College, 350 Spelman Lane, Box 277, Atlanta, GA 30314-4399.

New First Time Applicants

You are required to have two recommendations: one from your high school counselor and one from a teacher. Under special circumstances, a recommendation from a community representative can be substituted. However, electing to do so may prevent the Office of Admissions from receiving critical academic information that is helpful in determining admission and scholarship eligibility. Please complete the top section of the recommendation form and then give the entire form to the individual providing the recommendation.

Transfer Applicants

You are required to have two recommendations from college professors or academic advisors. Under special circumstances, a recommendation from a community representative can be substituted. However, electing to do so may prevent the Office of Admissions from receiving critical academic information that is helpful in determining admission and scholarship eligibility. Please complete the top section of the recommendation form then give the entire form to the individual providing the recommendation.

Pauline E. Drake (Nontraditional) Program Applicants

You are required to have two recommendations on file before your application will be reviewed. Please complete the top section of the recommendation form and then give the entire form to the individual providing the recommendation. Your recommendations may come from a teacher or college professor, counselor, or administrator at your current or former school or college. You may also submit a recommendation from your employer or supervisor at work. If you regularly perform volunteer service, the coordinator or supervisor may submit a recommendation. The person providing the recommendation should be in a position to know that you are dependable, capable of handling college-level study, and responsible about following through on assignments that you undertake. Recommendations from family members, personal friends and co-workers in parallel positions are not acceptable.

Joint Enrollment Applicants

You must submit the same recommendations required for New First Time applicants. Additionally, you must submit a letter from the high school principal or counselor specifically recommending you for joint enrollment.

FALL Enrollment	Application Deadline*	Decision Mailed	Candidate Reply-By Date
Early Decision	November 1	December 15	January 31
Early Notification	November 15	December 31	May 1
Regular Decision	February 1	April 1	May 1
Pauline E. Drake Program/Nontraditional	March 1	May 1	June 1
Joint Enrollment	January 15	April 1	May 1
International	December 31	April 1	May 1
Transfer	April 1	May 1	June 1
SPRING Enrollment	Application Deadline*	Decision Mailed	Candidate Reply-By Date
New First Time	November 1	December 1	December 20
Pauline E. Drake Program/Nontraditional	November 1	December 1	December 20
Transfer	November 1	December 1	December 20

*All application materials including transcripts, test scores, recommendations and essay must be postmarked by the specified deadline.

Remember to...

- Take required standardized tests by January 1.
- Register for federal aid at www.fafsa.ed.gov. To obtain a PIN number to complete the electronic signature, visit www.pin.ed.gov.
- File FAFSA as soon as possible after January 1 and no later than February 1 for priority processing.
- Keep a copy of all materials submitted, and ask your teachers/recommenders to do the same.

Application Checklist

New First Time Applicants

- Legibly completed and signed application
- Recommendation from high school counselor
- Recommendation from high school teacher
- Official high school and/or college transcript
- Official SAT or ACT scores
- Essay
- Non-refundable application fee
- FAFSA completed by February 1
- Copy of completed application for your files

Pauline E. Drake Program/Nontraditional Applicants

- Legibly completed and signed application
- Official high school transcript or GED record
- Official transcripts from all post secondary institutions attended
- Essay
- Two recommendations from college professors or administrators, college or school counselors, supervisors, or employers
- Non-refundable application fee
- FAFSA completed by February 1
- Copy of completed application for your files

Joint Enrollment Applicants

- Legibly completed and signed application
- Recommendation from high school counselor
- Recommendation from high school principal
- Official high school and/or college transcript
- Official SAT or ACT scores
- Essay
- Non-refundable application fee
- FAFSA completed by February 1
- Copy of completed application for your files

Transfer Applicants

- Legibly completed and signed application
- Two professor or academic advisor recommendations
- Official high school and/or college transcript(s)
- Official SAT or ACT scores
- Essay
- Non-refundable application fee
- FAFSA completed by February 1
- Copy of completed application for your files

Guest Applicants

- Legibly completed and signed application
- Written approval from home institution to attend Spelman
- Two teacher recommendations
- Official high school and/or college transcript(s)
- Official SAT or ACT scores
- Essay
- Non-refundable application fee
- FAFSA completed by February 1
- Copy of completed application for your files

International Student Applicants

- Legibly completed and signed application
- Two teacher recommendations
- Official high school and/or college transcript(s); if not in English, an official translation is needed
- Official TOEFL score (non-native English-speaking students only)
- Essay
- Non-refundable application fee
- Copy of completed application for your files
- Official SAT or ACT scores
- Affidavit of financial support (in U.S. dollars)
- Copy of passport with Visa and I-94 card

Application for Admission

Submit your application with a non-refundable \$35 fee to: Office of Admissions, Spelman College, 350 Spelman Lane, Box 277, SW, Atlanta, GA 30314-4399. Please type or print in blue or black ink. If you have any questions, please call: 404-270-5193 (local) or 800-982-2411 (toll-free). For more information, please see our web site at: www.spelman.edu/admissions. All dates are postmarked-by dates. **Choose an entrance category and admission plan below.**

1. Entrance Category	<input type="radio"/> New First Time Applicant	<input type="radio"/> Transfer (apply by Apr. 1 for fall) (apply by Nov. 1 for spring)	<input type="radio"/> Pauline E. Drake Program (Nontraditional)
2. Admission Plan <i>Note: Early Decision is binding. Early Notification and Regular are non-binding.</i>	<input type="radio"/> Early Decision (apply by Nov. 1) <input type="radio"/> Early Notification (apply by Nov. 15) <input type="radio"/> Regular Decision (apply by Feb. 1)	<input type="radio"/> Joint Enrollment (apply by Jan. 15) <input type="radio"/> Guest	<input type="radio"/> New First Time <input type="radio"/> Transfer (apply by Mar. 1 for fall) (apply by Nov. 1 for spring)

I plan to enter Spelman in: Fall Semester 20 ____ Spring Semester 20 ____

Please submit my application for Honors Program consideration YES NO

❖ Please note that this application will be evaluated for admission to Spelman College **AND** for scholarship and Honors Program consideration. ❖

Have you previously applied to Spelman College? Yes No Have you previously attended Spelman College? Yes No

Name _____
last first middle

Preferred first name _____ Previous name(s) _____

Current mailing address _____ Available at this address until _____
number and street date

city/town county state country zip

Permanent home address _____
number and street

city/town county state country zip

Home phone (_____) _____ Cell phone (_____) _____
area code area code

Please indicate your preferred method of contact. Home phone Cell phone

Email address _____ Birthdate ____/____/____

Citizenship U.S. Permanent Resident Alien, Non-Immigrant to U.S.

Country of citizenship _____ Country of birth _____

Note: If you are not a U.S. citizen, you must submit a copy of your Visa or Alien Residence Card and list your Visa type or Alien Registration Number.

Visa type (e.g. F-1, H-4 etc.) _____ Registration number _____

Marital status Single Married Widowed Divorced Separated Gender Female Male

Are you applying for financial aid? Yes No

Name of relatives and friends who have attended Spelman. grandmother mother sister aunt cousin friend

Background information Select all that apply.

- African American, Black
- Asian American, Asian, Pacific Islander
- European American, Anglo, Caucasian
- Hispanic American, Latina, Chicana
- Native American, American Indian
- Bi-Cultural, Bi-Racial (please specify) _____
- Other (please specify) _____

Language spoken at home _____ Religious preference (if any) _____

Family (not required for Pauline E. Drake Program/Nontraditional students)

1 Mr. Mrs. Ms. Dr. Rev.

Parent / Guardian _____ / _____ relationship Home telephone (____) _____
area code

Address _____ Business telephone (____) _____
number and street area code

_____ city/town _____ county _____ state _____ country _____ zip

Occupation _____ Employer _____

Email _____

Name of college (if any) _____ Degree _____ Year _____

Name of professional or graduate school (if any) _____ Degree _____ Year _____

2 Mr. Mrs. Ms. Dr. Rev.

Parent / Guardian _____ / _____ relationship Home telephone (____) _____
area code

Address _____ Business telephone (____) _____
number and street area code

_____ city/town _____ county _____ state _____ country _____ zip

Occupation _____ Employer _____

Email _____

Name of college (if any) _____ Degree _____ Year _____

Name of professional or graduate school (if any) _____ Degree _____ Year _____

If your parents are separated or divorced, with whom do you live? _____

Names/ages of siblings. Please include college presently attending (if applicable) _____

Are there any special circumstances regarding your family or academic background that you would like to share with us? Please describe on a separate sheet.

Education

Please list the high schools and/or colleges you have attended, starting with the most recent. Have all official transcripts sent to the Spelman College Office of Admissions.

Name of Institution	CEEB/College Code	City/State	Dates Attended
_____	_____	_____	____/____/____ to ____/____/____
_____	_____	_____	____/____/____ to ____/____/____
_____	_____	_____	____/____/____ to ____/____/____

Name of your guidance counselor _____ School telephone (____) _____
area code

Date of high school graduation ____/____/____ Type of high school Public Private Parochial Home school

If not currently attending high school or college, please describe your activities _____

Current Academics

Please list your course schedule for the current academic year. Use the following codes to indicate course level: H–honors, AP–Advanced Placement, IB–International Baccalaureate, CL–college level.

Semester I Course	Level	Semester II Course	Level

Test Information (not required for Pauline E. Drake Program/Nontraditional students)

Scholastic Assessment Test (SAT)	Date taken or to be taken _____	Critical Reading _____	Math _____
	Date taken or to be taken _____	Critical Reading _____	Math _____
	Date taken or to be taken _____	Critical Reading _____	Math _____
American College Test (ACT)	Date taken or to be taken _____	Scores _____	Composite _____
	Date taken or to be taken _____	Scores _____	Composite _____
Test of English as a Foreign Language (TOEFL) <input type="radio"/> Paper <input type="radio"/> IBT	Date taken or to be taken _____	Score _____	
	Date taken or to be taken _____	Score _____	

Transfer Applicants: Test scores are required for students who have earned fewer than 30 semester hours.

Academic Interest / Intended Major

Please select up to two major choices, denoting preference by 1 (primary selection) and 2 (secondary selection). You may also indicate interest in an available minor or pre-professional program to receive additional information on these subjects.

Major Selection* (required)			Pre-professional (optional)
Art	Environmental Science	Sociology	Pre-Dentistry
Biochemistry	French	Sociology/Anthropology	Pre-Engineering
Biology	History	Spanish	Pre-Law
Chemistry	Independent Major	Undecided	Pre-Medicine
Child Development	International Studies		Pre-Optometry
Comparative Women's Studies	Mathematics	Minor Selection (optional)	Pre-Osteopathic Medicine
Computer Science	Music	Anthropology	Pre-Pharmacy
Drama	Philosophy	Dance	Pre-Podiatry
Dual Degree Engineering	Physics	Education/Teacher Certification	Pre-Veterinary Science
Economics	Political Science	Film Studies and Visual Culture	
English	Psychology	Japan Studies	*Paula E. Drake only
	Religious Studies	Management and Organization	Human Services

Activities and Honors

Please list high school or college **special academic programs, scholastic distinctions, honors, extracurricular activities** and **sports activities**. Pauline E. Drake Program/Nontraditional students include last five years. Use additional pages if necessary.

Honor/Activity	Grade	Office held, major accomplishment, etc.

Service and Volunteer Experience

Please list any **volunteer** (unpaid) organizations and/or activities you have been involved in over the last four years. Please be specific about community service and involvement.

Activity	Approximate dates of participation	Avg. hours per week

Work Experience

Please list any paid work experiences, including summer employment over the last four years.

Position/Place of Employment	Approximate dates	Avg. hours per week

Certification

I certify that the information given in this application is complete and correct to the best of my knowledge and that I have not attended educational institutions other than those listed. I understand that I am responsible for forwarding official transcripts from high schools and/or colleges I have attended and ACT or SAT scores (if required), and that such transcripts and score reports become the property of Spelman College and will not be returned. I understand further that admission granted on the basis of incorrect information or an omission of fact, which, if known, would have caused ineligibility, is invalid, may result in the offer of admission to be revoked, and subjects me to forfeiture of monies paid and credits received at Spelman College.

I authorize the following persons to discuss my application and academic records:

Parent/Guardian Name(s) _____ Counselor (Name) _____

Other (Name) _____

I authorize release of my file to other UNCF Colleges if I am not admitted to Spelman. Yes No

Printed Name _____

Applicant Signature _____ Date ____/____/____

Spelman College Recommendation Form

Applicant must complete this section

Additional instructions for completing this form are on page 2.

Please complete this section, then give entire form to Recommender with a stamped envelope addressed to:
Office of Admissions, Spelman College, 350 Spelman Lane, Box 277, SW, Atlanta, GA 30314-4399.

Date this form was submitted to your Recommender ____/____/____

Applicant's name _____ Date of Birth _____

Your Spelman ID number (if known) 900 _____

1. Entrance Category	<input type="radio"/> New First Time Applicant	<input type="radio"/> Transfer (apply by Apr. 1 for fall) (apply by Nov. 1 for spring)	<input type="radio"/> Pauline E. Drake Program (Nontraditional)
2. Admission Plan <small>Note: Early Decision is binding. Early Notification and Regular are non-binding.</small>	<input type="radio"/> Early Decision (apply by Nov. 1) <input type="radio"/> Early Notification (apply by Nov. 15) <input type="radio"/> Regular Decision (apply by Feb. 1)	<input type="radio"/> Joint Enrollment (apply by Jan. 15) <input type="radio"/> Guest	<input type="radio"/> New First Time <input type="radio"/> Transfer (apply by Mar. 1 for fall) (apply by Nov. 1 for spring)

Recommender must complete this section

Thank you for taking the time to complete this form. Your comments are valuable to us. Please complete this form with the knowledge that it is retained in the student's file should she attend Spelman College. **In accordance with the Family Educational Rights and Privacy Acts of 1974, matriculating students have access to their permanent files, which may include forms such as this.** Colleges do not make admission records accessible to applicants, students who are not admitted or students who decline admission offers. Spelman College is committed to administering all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, or disability. The admission process at private institutions like Spelman College is exempt from the federal regulations implementing Title IX of the Education Amendment of 1972. Thank you for your cooperation.

Recommender's name _____
prefix first last

Please check one:

- High School Counselor
 High School Teacher
 College Professor
 College Advisor
 Employer
 Other (Please specify) _____

How long have you known the applicant? _____ In what context? _____

What are the first words that come to mind to describe the applicant? _____

Complete this section where applicable.

School _____ College Board/ACT Code _____

Current mailing address _____
number and street

_____ city/town county state country zip

The section below should be completed only by recommenders who are also school administrators with access to the applicant's official records (e.g., counselor, registrar, principal, etc.).

I am not able to provide official information for the section below.

This applicant ranks _____ in a class of _____ students. Rank is figured on a _____ point scale.
 (If precise rank is not available, please indicate rank to the nearest tenth from the top.) The rank covers a period from _____ to _____

We do not rank.

Cumulative GPA _____ on a _____ scale Weighted? Yes No

Highest SAT results from one test session Critical Reading _____ Math _____ ACT Composite Score _____

Of this candidate's graduating class, _____ % plan to attend a four-year college.

How would you compare the applicant to others in her class?

- One of the top few I have encountered in my career
- Outstanding (top 5%)
- Excellent (next 10%)
- Above Average
- Average
- Below Average
- No basis for judgment

Do you believe the applicant will be academically successful at Spelman College?

- Yes Probably so Doubtful No

Do you recommend that this applicant be admitted to Spelman College?

- Yes Yes, but with reservations No

How familiar are you with Spelman College?

- I know Spelman very well. I know something about Spelman. I know very little about Spelman.

Please tell us about the applicant's most important characteristics, personally and academically. What do you feel sets this applicant apart from other students? Why do you feel she is well suited for Spelman College? We would appreciate information that would help us learn more about the applicant, such as the applicant's scholastic promise and achievement, personality, special accomplishments or talents and level of motivation.

If you would like to speak with an admissions counselor about this student, please call our office at 1-800-982-2411.

Printed Name of Recommender _____

Signature of Recommender _____ Date _____ / _____ / _____

Position _____ Office telephone (_____) _____
area code

Spelman College Recommendation Form

Applicant must complete this section

Additional instructions for completing this form are on page 2.

Please complete this section, then give entire form to Recommender with a stamped envelope addressed to:
Office of Admissions, Spelman College, 350 Spelman Lane, Box 277, SW, Atlanta, GA 30314-4399.

Date this form was submitted to your Recommender ____/____/____

Applicant's name _____ Date of Birth _____

Your Spelman ID number (if known) 900 _____

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Recommender's name _____
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Please check one:

- High School Counselor
 High School Teacher
 College Professor
 College Advisor
 Employer
 Other (Please specify) _____

How long have you known the applicant? _____ In what context? _____

What are the first words that come to mind to describe the applicant? _____

Complete this section where applicable.

School _____ College Board/ACT Code _____

Current mailing address _____
number and street

city/town county state country zip

The section below should be completed only by recommenders who are also school administrators with access to the applicant's official records (e.g., counselor, registrar, principal, etc.).

- I am not able to provide official information for the section below.

This applicant ranks _____ in a class of _____ students. Rank is figured on a _____ point scale.
 (If precise rank is not available, please indicate rank to the nearest tenth from the top.) The rank covers a period from _____ to _____

We do not rank.

Cumulative GPA _____ on a _____ scale Weighted? Yes No

Highest SAT results from one test session Critical Reading _____ Math _____ ACT Composite Score _____

Of this candidate's graduating class, _____ % plan to attend a four-year college.

How would you compare the applicant to others in her class?

- One of the top few I have encountered in my career
- Outstanding (top 5%)
- Excellent (next 10%)
- Above Average
- Average
- Below Average
- No basis for judgment

Do you believe the applicant will be academically successful at Spelman College?

- Yes
- Probably so
- Doubtful
- No

Do you recommend that this applicant be admitted to Spelman College?

- Yes
- Yes, but with reservations
- No

How familiar are you with Spelman College?

- I know Spelman very well.
- I know something about Spelman.
- I know very little about Spelman.

Please tell us about the applicant's most important characteristics, personally and academically. What do you feel sets this applicant apart from other students? Why do you feel she is well suited for Spelman College? We would appreciate information that would help us learn more about the applicant, such as the applicant's scholastic promise and achievement, personality, special accomplishments or talents and level of motivation.

If you would like to speak with an admissions counselor about this student, please call our office at 1-800-982-2411.

Printed Name of Recommender _____

Signature of Recommender _____ Date ____/____/____

Position _____ Office telephone (____) _____
area code

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Office of Admissions
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Atlanta, GA 30314-4399