

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