

# Letter of Recommendation

## To the Applicant

Please fill out the following section and give this to the counselor or instructor most able to evaluate your academic ability.

LEGAL NAME \_\_\_\_\_  
LAST/FAMILY                      FIRST/GIVEN                      MIDDLE NAME                      PREFERRED/NICKNAME

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH                      DATE                      YEAR

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE OR STATE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

## Right of Access

This form will be used in the admission process by officials of the University of San Francisco. The Family Education Rights and Privacy Act of 1974 allows the option to choose whether you will, or will not, have the right of access to read this letter of recommendation. Accordingly, you may choose one of the following options by checking the appropriate box:

- I waive access to this letter of recommendation. I understand it shall remain confidential and that I will not have access to read it.
- I do not waive access to this letter of recommendation. I retain my right to have access to read it during the admission process at the University of San Francisco.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## To the School Official

The student whose name appears above is a candidate for admission to the University of San Francisco. We would value your candid appraisal of this applicant. Should you wish, a separate letter of recommendation may accompany this form. Please complete both pages of this form as soon as possible and return it to the following address:

**University of San Francisco**  
**Office of International Admission Records**  
**2130 Fulton Street**  
**San Francisco, CA 94117-1088**  
**USA**

The University will use this letter only in the evaluation of the student's application for admission. Please refer to the applicant's selection above to determine whether the applicant will, or will not, have access to read this letter of recommendation.

## Comparative Evaluation

Please rate this student, by comparison to other students, in terms of the following skills:

	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	TOP 10%	TOP 2%	NO BASIS FOR COMPARISON
WRITTEN EXPRESSION							
ORAL EXPRESSION							
CREATIVITY							
LEADERSHIP							

## Overall Recommendation

	NOT RECOMMENDED	WITHOUT ENTHUSIASM	FAIRLY STRONGLY	STRONGLY	ENTHUSIASTICALLY
FOR ACADEMIC PROMISE					
FOR PERSONAL CHARACTER					

How long have you known this candidate? \_\_\_\_\_

**Please be certain to complete the second page of this form and to endorse it with your signature.**

## Written Evaluation Form

The Admission Committee is interested in your comments concerning the applicant's intellectual ability and personal character. In particular, we would appreciate your appraisal of the candidate's potential for intellectual growth, honesty, integrity, and emotional stability. Should you wish, a separate letter of recommendation may accompany this form.

## Endorsement

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SIGNATURE OF RECOMMENDER DATE

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
COUNTRY CODE CITY CODE NUMBER

ADDRESS \_\_\_\_\_

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CITY \_\_\_\_\_ PROVINCE OR STATE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_