

St. Scholastica's College
Manila

GRADUATE SCHOOL RECOMMENDATION LETTER

Please type or print

To the Applicant

Name of Applicant: _____
Last First M.I.

Program / Major: _____

This recommendation will become part of your admissions file. Please complete the information in this section and submit this form to your most recent employer, former school administrator (Dean or Department Chairperson) or professor.

To the Evaluator

The student whose name appears above is applying for admission to the Graduate School of St. Scholastica's College. Your candid evaluation of the student's academic performance, intellectual promise, work efficiency and individual qualities, among others, would assist the Admissions Committee in its selection and admission of applicants for graduate studies. The questions below suggest the type of information the Committee finds useful in assessing applications to our programs. If additional space is required, please feel free to attach a separate sheet.

1. How long and in what supervisory capacity have you known the applicant?

2. What are the applicant's strengths and weaknesses that you feel will most affect her/his potential success in an academic setting?

3. Please indicate your rating as you perceived the applicant on the following attributes:

Attribute	Excellent	Above Average	Average	Below Average	Unable to Rate
Values (i.e., honesty, moral integrity, etc.)					
Initiative					
Leadership ability					
Academic ability or Potential					
Professional competence					
Creativity					
Emotional maturity					
Reaction to criticism					
Sensitivity to others					
Ability to work with others					
Work attitudes/habits					
Motivation					
Teaching skills					
Research skills					
Oral communication skills					
Written communication skills					

4. The Admissions Committee would appreciate any additional statement / information you may wish to make concerning the applicant's capacity for academic work and her/his potential for a responsible and successful career.

The applicant is (please check one of the following):

☐ Strongly recommended

☐ Recommended

☐ Not recommended

Please sign the complete form on the line below and send/mail it directly to:

**The Graduate School Committee on Admissions
c/o Admissions Office
St. Scholastica's College
2560 Leon Guinto St.
Malate, Manila**

Note: The signature of the evaluator should appear on the flap of the sealed envelope. Please retain a copy for your files.

The recommendation letter may be sent through the applicant provided it is signed and sealed.

Name and Signature Over Printed Name

Date

Position

School / Company

Address of School / Company

School/Company Phone Number