

Letter of Recommendation

Please type or print in black ink.

To the applicant

Fill in the information below and give this form and a stamped envelope to someone who knows you well. (Example: teacher, pastor, coach, employer, etc.)

Student Name _____
Last/Family _____ First _____ Middle (complete) _____ Jr., etc. _____

Address _____
Number and Street _____

City and State _____
City or Town _____ State _____ ZIP _____ Country _____

Birthdate _____ Gender _____ Social Security No. _____
mm/dd/yy _____ optional _____

School you now attend _____ CEEB/ACT code _____

To the reference

Augustana College finds candid evaluations helpful in choosing from among highly qualified candidates. We are primarily interested in whatever you think is important about the applicant's academic and personal qualifications for college. **Be sure to sign below.**

Reference's name (please print or type) _____ Relationship _____

School (if applicable) _____

Street Address _____

City/State/Zip _____

Phone Area Code _____ Number _____

E-mail _____

Signature _____ Date _____

CONFIDENTIALITY We value your comments highly and ask that you complete this form in the knowledge that it may remain in the student's file should the applicant enroll at Augustana College. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files, which may include forms such as this one. Unless required by state law, colleges may not provide access to admission records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation.

Augustana College administers its education programs under its policy that all admissions criteria, services, programs, employment and housing shall be maintained at all times on a non-discriminatory basis with regard to age, sex, race, color, disability, sexual orientation, religion, national origin, ancestry, physical or mental handicap, military status or unfavorable discharge from military status in employment.

The admission process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendment Act of 1972.

Background information

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

If applicable, list the courses you have taught this student, noting for each the student's year in school (10th, 11th, 12th) and the level of course difficulty (AP, accelerated, honors, IB, elective, etc.)

Evaluation

Please write whatever you think is important about this student, including a description of academic and personal characteristics. We are primarily interested in the candidate's intellectual promise, motivation, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, enthusiasm, concern for others, respect accorded by faculty and reaction to setbacks. We welcome information that will help us to differentiate this student from others. Use a separate sheet of paper, if necessary.

Ratings

0—No Basis 1—Below Average 2—Average 3—Good (above average) 4—Very Good (well above average)
5—Excellent (top 10%) 6—Outstanding (top 5%) 7—One of the top few encountered in my career

Compared to other college-bound students, rate this student on the following attributes (circle one):

Creative, original thought	0	1	2	3	4	5	6	7
Motivation	0	1	2	3	4	5	6	7
Self-confidence	0	1	2	3	4	5	6	7
Independence, initiative	0	1	2	3	4	5	6	7
Intellectual ability	0	1	2	3	4	5	6	7
Academic achievement	0	1	2	3	4	5	6	7
Written expression of ideas	0	1	2	3	4	5	6	7
Effective class discussion	0	1	2	3	4	5	6	7
Disciplined work habits	0	1	2	3	4	5	6	7
Potential for growth	0	1	2	3	4	5	6	7