TO THE COLLEGE OFFICIAL

If you have access to the applicant's academic record and disciplinary record, please complete this form in its entirety. Attach the applicant’s official transcript (check copies for readability). Use both pages to complete your evaluation for this student, and be sure to sign below. If you have access to the applicant’s academic record only, please complete the relevant portion of this form, then forward to the appropriate official for completion of the disciplinary questions, asking that official to mail the form to your colleges along with copies of your official transcript(s).

College Official’s Name (Mr./Mrs./Ms./Dr.)

Signature ✍️ Date mm/dd/yyyy

Title ________________________________________________________

College or University Address __________________________________________

College Official’s Telephone ( _________) ___________________________ ____

College Official’s Fax ( _________) _____________________________________ ___

College or University CEEB/ACT Code ___________________________ College Official’s E-mail _________________________________________________

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Background Information

Cumulative GPA: ________ on a ________ scale, covering a period from ____________ to ____________

This GPA is □ weighted □ unweighted. The school’s passing mark is ________________________

Highest GPA in class ___________________________ Graduation date ____________

If you know this student, please indicate for how long and in what context.____________________________________________________________________

If you know this student, what are the first words that come to your mind to describe this student? _________________________________________________

Ratings  Compared to other students in his or her class year, how do you rate this student in terms of:

<table>
<thead>
<tr>
<th>No basis</th>
<th>Below average</th>
<th>Average</th>
<th>Good (above average)</th>
<th>Very good (well above average)</th>
<th>Excellent (top 10%)</th>
<th>Outstanding (top 5%)</th>
<th>One of the top few I've encountered (top 1%)</th>
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<td>Academic achievement</td>
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<td>Extracurricular accomplishments</td>
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<td>Personal qualities and character</td>
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<td>OVERALL</td>
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Evaluation  Please provide comments that will help us differentiate this student from others. Feel free to attach an additional sheet or another reference you’ve prepared for this student. We especially welcome a broad-based assessment and encourage you to consider describing or addressing:

- The applicant’s academic, extracurricular, and personal characteristics.
- Relevant context for the applicant’s performance and involvement, such as particularities of family situation or responsibilities, work obligations, or other circumstances, either positive or negative.
- Observed problematic behaviors, perhaps separable from academic performance, that an admission committee should explore further.

If you are completing only the questions pertaining to the applicant’s disciplinary record, please provide the following information:

College Official’s Name (Mr./Mrs./Ms./Dr.) _____________________________________________________________________________________________

Signature __________________________________________ Date mm/dd/yyyy

Title ___________________________ College Official’s E-mail ____________________________________

College Official’s Telephone (_______) ________________________________ College Official’s Fax (_______) _________________________________ ______

Area/Country/City Code Number Ext. Area/Country/City Code Number Ext.

① Is this applicant in good academic standing? □ Yes  □ No

② Is this applicant eligible to return to your school? □ Yes  □ No

If you answered no to either or both questions, please attach a separate sheet of paper or use your written recommendation to provide details.

① Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant’s probation, suspension, removal, dismissal, or expulsion from your institution? □ Yes  □ No

② To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? □ Yes  □ No

If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

③ Check here if you would prefer to discuss this applicant over the phone with each admission office.

I recommend this student: □ No basis □ With reservation □ Fairly strongly □ Strongly □ Enthusiastically