Applicant’s Name:­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. How long and in what capacity have you known the applicant? (Please list course titles, job descriptions, etc.)

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1. If applicable, what grade(s) did the applicant receive in your class(es)?

|  |  |
| --- | --- |
| Course Title | Grade |
|  |  |
|  |  |
|  |  |

1. In what language did you interact with the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Assessment of General Academic or Professional Abilities**

In your opinion, how well does the applicant compare to other students or colleagues you have engaged with in the last 5 years?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | No basis for judgment | Below Average  (≤50%) | Average  (50%) | Good  (30%) | Very Good  (20%) | Excellent  (10%) | Outstanding  (5%) | One of the best I have encountered |
| Academic Potential | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Problem Solving /  Critical Thinking  Skills | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Intellectual  Engagement /  Motivation for Learning | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Initiative | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Creativity | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Communication  Skills | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Writing Skills | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Overall Assessment | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |

Please provide details regarding the above evaluations in the space below or on a separate sheet of paper. Whenever possible, include concrete examples of the applicant’s strengths and weaknesses and how such features relate to the applicant’s ability to succeed in an undergraduate program.

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**II. Assessment of Personal Attributes**

Please asses the applicant’s character and their engagement with their community to the best of your ability:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | No basis for judgment | Average  (1) | (2) | Good  (3) | (4) | Outstanding  (5) |
| Work Ethic / Maturity | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Concern for Others | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Engagement with  Extracurricular Programs | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Leadership Skills | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Positive Influence on  Community | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |

Please provide details regarding the above evaluations in the space below or on a separate sheet of paper. Whenever possible, include concrete examples of the applicant’s strengths and weaknesses and how such features relate to the applicant’s ability to succeed in an undergraduate program.

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**III. Additional Comments**

If there is any other information that you think would help us understand the applicant, please tell us on a separate sheet of paper.

**IV. Confidentiality**

As a general rule, letters of recommendation are not disclosed to the applicant. However, if you are willing to allow the applicant to have access to this letter of recommendation, please check the box to the right:

🞎[Yes, the applicant may view this letter.]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_