

The member colleges and universities listed above fully support the use of this form. No distinction will be made between it and the college’s own form. Please type or print in black ink.

TO THE APPLICANT

After filling in the information below, give this form to your guidance counselor.

Birthdate

mm/dd/yy

Gender

Social Security No.

(Optional)

Student Name

Last/Family

First

Middle (complete)

Jr., etc.

Address

Number and Street

City or Town

State

Country

Zip Code or Postal Code

Current year courses—please indicate title, level (AP, IB, advanced honors, etc.) and credit value of all courses you are taking this year.

First Semester/Trimester	Second Semester/Trimester	Third Trimester

TO THE SECONDARY SCHOOL GUIDANCE COUNSELOR

Attach applicant’s official transcript, including courses in progress, a school profile, and transcript legend. (Please check transcript copies for readability.) After filling in the blanks below, use both sides of this form to describe the applicant. Please provide all available information for this candidate. *Be sure to sign below.*

Class rank

in a class of

, covering a period from

to

(mm/yy)

(mm/yy)

The rank is

☐ weighted

☐ unweighted.

How many students share this rank?

If a precise rank is not available, please indicate rank to the nearest tenth from the top

Cumulative GPA

on a

scale, covering a period from

to

(mm/yy)

(mm/yy)

This GPA is

☐ weighted

☐ unweighted.

The school’s passing mark is

Percentage of graduating class attending:

four-year

two-year institutions.

In comparison with other college preparatory students *at our school*, the applicant’s course selection is

☐ most demanding

☐ very demanding

☐ demanding

☐ average

☐ less than demanding

H.S. graduation date

Are classes taken on a block schedule?

☐ yes

☐ no

If yes, in what year did block scheduling begin?

Counselor’s Name (please print or type)

Signature Date

Position School

Counselor’s Address Counselor’s E-mail

Counselor’s Phone (Area Code) Number Ext. Counselor’s Fax (Area Code) Number

High School CEEB/ACT Code

**EVALUATION** Please write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, maturity, 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.

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? \_\_\_\_\_

**RATINGS**

Compared to other college-bound students in his or her secondary school class, how do you rate this student in terms of:

		<i>No basis</i>	<i>Below Average</i>	<i>Average</i>	<i>Good (above average)</i>	<i>Very Good (well above average)</i>	<i>Excellent (top 10%)</i>	<i>One of the top few encountered in my career</i>
	Academic Achievement							
	Extracurricular Accomplishments							
	Personal Qualities and Character							
	Creativity							

I recommend this student: ☐ With reservation    ☐ Fairly strongly    ☐ Strongly    ☐ Enthusiastically

**CONFIDENTIALITY** We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student’s file should the applicant matriculate at a member 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 admissions 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. These colleges are committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, or gender. The admissions process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.