



**Concordia**  
UNIVERSITY • SAINT PAUL

COLLEGE OF GRADUATE AND CONTINUING STUDIES  
**RECOMMENDATION FOR STUDY**

**TO THE APPLICANT:**

The Family Rights and Privacy Act of 1974 provides that certain educational records may be open to students at their request. The act also provides that in the case of recommendations, the institution may request, but not require, the student to waive his/her rights to read confidential recommendations. Please indicate below whether or not you will waive your right to read the confidential recommendation on this form and sign your name.

I do  I do not waive my right to read this confidential recommendation.

**PROGRAM APPLYING FOR** (check one):  B. A. *or*  M.A. **INTENDED MAJOR** \_\_\_\_\_

Student's Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

**TO THE PERSON COMPLETING THIS REFERENCE:**

**Concordia University, St. Paul has selective admissions and has a personalized review process. The admission staff will be reviewing my academic records including courses pursued and grades received. They recognize that grades alone cannot predict my personal and professional promise. Please answer the following questions while considering my personal qualities such as initiative, leadership ability, responsibility, integrity, social adjustment, professional interest and goals.**

*Your willingness to serve as a reference is appreciated.*

Professional capacity in which you have known this student: \_\_\_\_\_

\_\_\_\_\_

How long have you known this student? \_\_\_\_\_

Keeping in mind the above qualities, what do you consider to be the applicant's chief strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what areas (above) do you feel the applicant might have problems at the college level? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what area has the applicant made the greatest contribution to his/her school, community, or place of employment?

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We would appreciate any comments that would help us to know this candidate: \_\_\_\_\_

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**Please check one:**

I strongly recommend...

I recommend...

I recommend with some reservation...

I do not recommend...

...the admission of the applicant to Concordia University, St. Paul

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone (     ) \_\_\_\_\_

Position/Occupation \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for your cooperation; your prompt reply will be appreciated.**

**PLEASE RETURN THIS FORM DIRECTLY TO:**

**Concordia University  
Attn: Office of Admission  
275 North Syndicate Street  
St. Paul, MN 55104-5494**

FAX 651-603-6320  
Phone 800-333-4705