
Recommendation for study

Master of Arts, Bachelor of Arts, and School of Continuing Studies

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. M.A. Intended Major _____

Applicant's name _____

Signature _____

Address _____

Telephone: Home _____ Work _____

To the person completing this reference:

Concordia University, St. Paul, has selective admissions and a personalized review process. Accordingly, the admission staff will review professional experience and academic records including courses pursued and grades received. They recognize these records alone cannot predict personal and professional promise. Please answer the following questions while considering the applicant's personal qualities such as initiative, leadership ability, responsibility, integrity, social adjustment, and professional interest and goals. Your willingness to serve as a reference is appreciated.

Professional capacity in which you have known the applicant _____

How long have you known the applicant? _____

Keeping in mind the above qualities, what do you consider to be the applicants chief strengths?

In what areas (above) do you feel the applicant would face the most significant challenges at the college level? _____

Thank you for submitting this letter of recommendation; your prompt reply is appreciated. If this form is not adequate for your remarks, attach additional pages or data.

Please return this material to:
Concordia University, St. Paul
Office of Admission
275 Syndicate Street North
Saint Paul, MN 55104

(651) 641-8230
1(800) 333-4705
Fax: (651) 603-6320



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

Please include any other comments that would help us better understand this candidate.

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.



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Name _____

Signature _____

Address _____

Position/Occupation _____ Company _____

Daytime phone _____ Date _____