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# Professional Recommendation for Study

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

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**Email completed form and  
copies of transcripts (front  
and back) to:**

admission@csp.edu

**or mail them to:**

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

**or fax them to:**

(651) 603-6320

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.

**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 of this form.

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

Program Applying for (select one)      B.A.      M.A.      Intended Major

Applicant's Name

FIRST      MIDDLE      LAST NAME / FAMILY      MAIDEN

Address

NUMBER      STREET      APT#      CITY      STATE      ZIP

Phone

**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 scores from standardized tests. 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.

Personal 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 applicant's chief strengths?



Concordia  
UNIVERSITY-SAINT PAUL

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

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attach additional pages or data.

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

Name

FIRST MIDDLE LAST NAME / FAMILY MAIDEN

Address

NUMBER STREET APT# CITY STATE ZIP

Position/Occupation

Company

Daytime Phone

Date



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