



Concordia
UNIVERSITY · SAINT PAUL

Responsive. Relevant. Real.

Letter of Recommendation

Please type or print in black or blue ink. ALL information is necessary to complete your file.

SECTION 1: To be completed by student

Student's Name _____

Home Address _____
NUMBER, STREET APT. #

CITY STATE ZIP

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

Today's Date ___/___/___ Signature _____

SECTION 2: To be completed by an academic professional

(teacher, counselor, college readiness coach, etc.)

1. How long have you known the applicant? _____

2. What is your relationship to the student? _____

3. What is your assessment of the student's academic readiness for college level studies? _____

4. What, if any, special support services might be helpful to the student? _____

5. What is your assessment of the applicant's civic engagement, such as in community activities or school organizations? _____

6. What is your assessment of the applicant's social/behavioral skills, such as ability to cope with stress, ability to get along with others, etc.? _____

Date: _____ Print Name: _____

Position: _____ Phone: _____ Email: _____

Signature: _____

Please use back of sheet if additional space is needed.

To the Applicant:

The Family Rights and Privacy Act of 1974 provides that certain educational records may be open to the 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 this confidential recommendation. Please complete and sign Section 1 indicating you will or will not waive your right to read the confidential information on this form.

To the person completing this letter of recommendation:

This student named in Section 1 has applied for admission to Concordia University, St. Paul. In order that we may better understand the particular qualifications, abilities, and character of the applicant, we are asking you complete Section 2 of this form and submit it with an official copy of the student's high school transcript.

Submit completed form and official copy of transcript to Concordia:

By mail: Concordia University, St. Paul
Office of Admissions
1282 Concordia Avenue
St. Paul, MN 55104

By email: admissions@csp.edu