

Southwestern University College Official's Report

To the Applicant

This form must accompany an official copy of your transcript and must be completed by a college official(s) who has access to your academic and disciplinary records. Please follow these steps to ensure the form is completed accurately and in its entirety: Step 1: Complete all relevant questions below, including the signature statement. Step 2: Give this form to a dean or college official who has access to your academic record and ask that official to complete the academic portion of this form. Step 3: If the official completing the academic portion does not also have access to your disciplinary record, please ask the individual to securely forward the form to a second official who can answer those questions before mailing it to Southwestern along with your official transcript(s).

applicant's name (please print)

Birth Date

permanent home address: street and number

city

state/province

zip/postal code

country

college/university you now attend or last attended

Current year courses—please indicate title, level and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line.

First Semester / Quarter:

Second Semester / Quarter:

Third Quarter:

Number of college credits you earned prior to this academic year? _____ Number you will earn this academic year? _____

Privacy Notice: The materials submitted in this report are subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This document will not become part of the applicant's permanent file. Southwestern University does not save recommendations post-matriculation.

I authorize the release of all requested records and authorize review of this recommendation for the application type listed above.

student's signature

date

To the College Official

If you have access to the applicant's academic and disciplinary record, please complete this form in its entirety. If you have access to the applicant's academic record only, please complete the relevant portion of this form, then forward to the appropriate official for completion of the disciplinary questions, asking that official to mail the form to Office of Admission, Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770 (fax: 512-863-9601)

college official's name

title/position

signature

college/university

office telephone

office fax

school address

city

state/province

zip/postal code

country

e-mail address

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Background Information

Weighted Not weighted

student's cumulative gpa

How long have you known the applicant, and in what context?

grading scale:

passing mark

dates covering current gpa

expected graduation date

What are the first words that come to your mind to describe the applicant?

Ratings: Compared to other students in his or her entire class, how do you rate this student in terms of:

	no basis	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
academic achievement							
extracurricular accomplishments							
personal qualities and character							
overall qualities							

Evaluation: Please provide comments that will help us differentiate this student from others. *(attach a separate sheet if needed)*

If you are completing only the questions pertaining to the disciplinary record, please provide the following information:

college official's name

title/position

signature

e-mail address

office phone

office fax

Yes No Is this applicant in good academic standing?

Yes No Is this student eligible to return to your school?

If you answered no to either question above, please attach a separate sheet of paper to provide details.

Yes No Has the applicant ever been found responsible for a disciplinary violation, whether related to academic or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution?

Yes No To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?

If you answered yes to either question above, please attach a separate sheet of paper to give approximate dates for each incident and provide pertinent details.

Check here if you would prefer to discuss this applicant over the phone with the Southwestern admission office.

I recommend this student: With Reservation Fairly Strongly Strongly Enthusiastically