

To be used by students applying for the Spring 2008, Fall 2008, or Spring 2009 college term. The member colleges and universities fully support the use of this form. No distinction will be made between this form and a college's own. Please type or print in black ink.

TO THE APPLICANT

After completing all the relevant questions below, give this form to an instructor who has taught you a full-credit college class. Please also give that instructor stamped envelopes addressed to each institution that requires an Instructor Evaluation.

Birth date _____ mm/dd/yyyy Social Security No. _____ (Optional)

Legal name _____ Last/Family (Enter name **exactly** as it appears on official documents.) First/Given Middle (complete) Jr., etc. Female Male


Address _____ Number and Street Apartment # City or Town State/Province Country ZIP/Postal Code

College or university you now attend _____ CEEB/ACT code _____


IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA) you WILL have access to your recommendation after you matriculate UNLESS at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. You waive your right to access below, regardless of the institution to which it is sent:

- Yes, I *do* waive my right to access, and I understand I will never see this recommendation.
 No, I *do not* waive my right to access and may someday choose to review this recommendation if the institution at which I'm enrolling saves it after I matriculate.

 _____
Signature Date

I authorize all colleges and universities I've attended to release all requested records and authorize review of my application for the admission process indicated on this form.

 _____
Signature Date

TO THE INSTRUCTOR

The Common Application membership finds candid evaluations helpful in choosing from among highly qualified candidates. A photocopy of this reference form, or another reference you may have prepared on behalf of this student, is acceptable. You are encouraged to keep the original of this form in your private files for use should the student need additional recommendations. Please return it to the appropriate admission office(s) in the envelope(s) provided to you by this student. Please submit your references promptly. **Be sure to sign below.**

Instructor's name (Mr./Ms./Dr., etc.) _____ Title _____
Please print or type

 _____
Signature Date

College or university _____

School address _____ Number and Street City or Town State/Province Country ZIP/Postal Code

Instructor's phone (_____) _____ Instructor's e-mail _____
Area Code Number Ext.

Please detach along perforation

BACKGROUND INFORMATION

How long have you known this student and in what context?

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

List the courses you have taught this student, noting for each the student's year in school (first-year, sophomore, etc.) and the level of course difficulty (100-level, 200-level, etc.).

RATINGS

Compared to other students to whom you have taught this 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%)	Outstanding (top 5%)	One of the top few encountered in my career
Academic achievement								
Intellectual promise								
Quality of writing								
Creative, original thought								
Productive class discussion								
Respect accorded by faculty								
Disciplined work habits								
Maturity								
Motivation								
Leadership								
Integrity								
Reaction to setbacks								
Concern for others								
Self-confidence								
Initiative, independence								
Overall								

EVALUATION

Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)