



St. Edward's University

Office of Undergraduate Admission

Academic Recommendation Form

St. Edward's University requires an academic recommendation for all applicants. Teachers or counselors may use this form or send a separate letter that includes the student's full name, school and date of birth.

To the Student

Please complete this portion of the form and give it to your counselor or a teacher who taught you an academic subject your junior or senior year.

Academic subjects include English, history, science, math, psychology, foreign language, advanced fine arts, etc.

Name: _____
Last First Middle Preferred

Mailing address: _____
Number and Street City State Zip Code Country

Date of birth: _____ / _____ / _____ Social Security number: _____ - _____ - _____
Month Day Year

High school you currently attend: _____

City and state of high school: _____

Indicate the application deadline so the teacher or counselor is aware: _____

Indicate the date you applied or will apply to St. Edward's: _____
An application will not be reviewed until the recommendation form is received.

Important privacy notice: Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf, unless you waive your right to access it, as below:

- Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
- No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to St. Edward's.

Signature: _____ Date: _____

To the Teacher or Counselor

Please complete the questions on this form, or you may send a separate letter.

Teacher/Counselor name: _____

Subject(s) taught: _____

School and city: _____

Preferred phone: _____ Preferred e-mail: _____

Signature: _____ Date: _____

Questions:

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

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

What are this student's strengths and areas for improvement or growth? _____

In what area has the student most improved? _____

How would you describe this student's class participation? _____

What can you tell us about this student's character, as distinct from his/her academic achievements? _____

Please check the appropriate box:

In comparison with all students I've worked with in the _____ years of my career, this student is:

- Below average Average Above average In the top five percent

In comparison with all students for whom I'm writing college recommendations this year, this student is:

- Below average Average Above average In the top five percent

Please use this space for any additional comments you think are relevant to our decision.

