



GONZAGA UNIVERSITY

2011-12 Transfer Application For Admission

Dear Candidate:

We look forward to reading your completed application and learning more about you.

Please follow the application instructions carefully, and pay close attention to deadlines. Also, note that your application cannot be reviewed until all required materials have been received.

The Application for Admission to Gonzaga provides an opportunity for you to introduce your best self. Reflect on your accomplishments and your aspirations. Thoughtfully choose your recommenders. Take time with the essay. We read each application thoroughly several times and will appreciate your efforts.

Please do not hesitate to contact the Office of Admission with any questions about the application process. Also, you may access the online Common Application for Transfer Students at commonapp.org.

We are honored you have chosen to apply to Gonzaga University, and we look forward to learning more about you, your interests, passions, and talents.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie McCulloh'. The signature is fluid and cursive.

Julie McCulloh
Dean of Admission
Gonzaga University

Application Options and Deadlines

FALL SEMESTER:

June 1

Gonzaga welcomes the experience and diversity that transfer students bring to our academic community. Transfer applicants are admitted on a rolling admission basis. Admission decisions will be mailed within three weeks of the receipt of all required materials. [In addition to the materials required of all transfers, transfer students with less than 30 semester or 45 quarter credits, at the time of application, must also submit an official high school transcript, score reports from the SAT or the ACT (unless over age 21), and an extracurricular record. The writing portions of the SAT and ACT are not required.] **Transfer students seeking financial aid are encouraged to apply for admission by March 1.**

For transfer students not seeking financial aid, we recommend mailing the application and all required materials by **June 1**. After June 1, the University will accept transfer applicants only if space is available.

SPRING SEMESTER

November 15

Transfer applicants for the spring semester must apply and submit all required materials postmarked by **November 15**. Applications received after November 15 will be considered only if space is available. Admission decisions will be mailed within three weeks of the receipt of all required materials. [In addition to the materials required of all transfers, transfer students with less than 30 semester or 45 quarter credits, at the time of application, must also submit an official high school transcript, score reports from the SAT or the ACT (unless over age 21), and an extracurricular record. The writing portions of the SAT and ACT are not required.]

*****Important Note on Financial Aid:** For optimal financial assistance, students must submit the FAFSA (Free Application for Federal Student Aid) by **February 1**. The FAFSA is available online at fafsa.ed.gov. Gonzaga's FAFSA code is **003778**. Additional information concerning scholarships and financial aid is available through Gonzaga University's Office of

Application Checklist for Transfer Students

2011-2012 Transfer Common Application

Current College Year Coursework

- Send official high school (if applicable) and/or all college transcripts to the Office of Admission. Transfer students with less than 30 semester or 45 quarter credits, at the time of application, must submit an official high school transcript in addition to their college transcript(s).

Extracurricular Record and Work Experience

Writing Section

Test Scores (if applicable)

- Submit score reports from either the SAT or the ACT to the Office of Admission. Gonzaga's institution code is **4330 for the SAT** and **4458 for the ACT**. Transfer applicants who are over the age of 21 or have at least 30 semester or 45 quarter credits, at the time of application, need not submit test scores. The writing portions of the SAT and ACT are not required.

One College Instructor Evaluation

The enclosed form may be used, or your teacher/professor may write and send a letter of recommendation on your behalf.

College Official's Report

Please give this form to someone at your current or most recent institution who has access to your student record. (For example, this may be the Office of the Registrar or Dean of Students Office.)

• **Additionally:**

Submit a non-refundable **application fee of \$50**. Your check should be made payable to Gonzaga University. Please write the applicant's name clearly on the check.

Submit all of the above materials by the appropriate application deadline (see 'Application Options and Deadlines' section). Late applications may not be reviewed for admission.

The priority deadline to submit the Free Application for Federal Student Aid (FAFSA) to the federal processor is **February 1**. Gonzaga's Title IV code for the **FAFSA is 003778**.

Upon Admission

- Transfer students must submit a **Confirmation Deposit of \$400.00** to the Office of Admission **postmarked no later than July 1 (fall start) or December 1 (spring start)**. This deposit holds your place in the class and initiates your course registration. It is applied toward your tuition upon enrollment. For optimal course selection, we strongly encourage students to submit their Confirmation Deposit as soon as possible.
- If on-campus housing is desired, an **Advance Room Deposit of \$200.00 (through postal mail or online) and completed Residential Living Agreement (online only)** must be submitted to the Office of Admission with your Confirmation Deposit. This deposit initiates your housing assignment and converts to a damage deposit upon enrollment.
- Deposits should be made payable to Gonzaga University or paid online at Gonzaga's web site. If paying by check, please include the student's name and Gonzaga ID number on the check. If the student would like to live on campus, the confirmation and housing deposits may be combined into one check and sent to the Office of Admission.

Mailing Address & Contact Options

If you have questions regarding any part of the application process, please feel free to contact:

Office of Admission
Gonzaga University
502 East Boone Avenue
Spokane, WA 99258-0102
Phone: (509) 313-6572
(800) 322-2584
Fax: (509) 313-5780
Relay Services: (800) 833-6384
E-mail: applications@gonzaga.edu
Web Site: gonzaga.edu

Office of Financial Aid
Phone: (800) 793-1716
E-mail: finaid@gonzaga.edu

APPLICANT

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

Preferred name, if not first name (only one) _____ Former last name(s) _____

Birth Date _____ Female Male US Social Security Number, if any _____
mm/dd/yyyy Required for US Citizens and Permanent Residents applying for financial aid via FAFSA

Preferred Telephone Home Cell Home (_____) _____ Cell (_____) _____
Area/Country/City Code Area/Country/City Code

E-mail Address _____ IM Address _____

Permanent home address _____
Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

If different from above, please give your current mailing address for all admission correspondence. (from _____ to _____)
(mm/dd/yyyy) (mm/dd/yyyy)

Current mailing address _____
Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

If your current mailing address is a college or university, include name of school here: _____

FUTURE PLANS

Your answers to these questions will vary for different colleges. If the online system did not ask you to answer some of the questions you see in this section, this college chose not to ask that question of its applicants.

College _____ Deadline _____
mm/dd/yyyy

Entry Term: Fall (Jul-Dec) Spring (Jan-Jun) Do you intend to apply for need-based financial aid? Yes No

Academic Interests _____ Do you intend to apply for merit-based scholarships? Yes No

_____ Do you intend to be a full-time student? Yes No

Career Interest _____ Do you intend to enroll in a degree program your first year? Yes No

_____ Do you intend to live in college housing? _____

_____ What is the highest degree you intend to earn? _____

DEMOGRAPHICS

Citizenship Status _____

Non-US Citizenship _____

Birthplace _____
City/Town State/Province Country

Years lived in the US? _____ Years lived outside the US? _____

Language Proficiency (Check all that apply.)

S(Speak) R(Read) W(Write) F(First Language) H(Spoken at Home)

	S	R	W	F	H
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Optional The items with a gray background are optional. No information you provide will be used in a discriminatory manner.

Religious Preference _____

US Armed Services veteran status _____

1. Are you Hispanic/Latino?
 Yes, Hispanic or Latino (including Spain) No If yes, please describe your background.

2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more and describe your background.)

American Indian or Alaska Native (including all Original Peoples of the Americas)

Are you Enrolled? Yes No If yes, please enter Tribal Enrollment Number _____

Asian (including Indian subcontinent and Philippines)

Black or African American (including Africa and Caribbean)

Native Hawaiian or Other Pacific Islander (Original Peoples)

White (including Middle Eastern)

FAMILY

Please list both parents below, even if one or more is deceased or no longer has legal responsibilities toward you. Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor. If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well. If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, in the Additional Information section.

Household

Parents' marital status (relative to each other): Never Married Married Civil Union/Domestic Partners Widowed Separated Divorced (date _____)

With whom do you make your permanent home? Parent 1 Parent 2 Both Legal Guardian Ward of the Court/State Other mm/yyyy

If you have children, how many? _____

Parent 1: Mother Father Unknown

Is Parent 1 living? Yes No (Date Deceased _____)
mm/yyyy

Last/Family/Sur _____ First/Given _____ Middle _____ Title (Mr./Mrs./Ms./Dr.) _____

Country of birth _____

Home address **if different** from yours

Preferred Telephone: Home Cell Work (_____) _____
Area/Country/City Code

E-mail _____

Occupation _____

Employer _____

College (if any) _____ CEEB _____

Degree _____ Year _____

Graduate School (if any) _____ CEEB _____

Degree _____ Year _____

Parent 2: Mother Father Unknown

Is Parent 2 living? Yes No (Date Deceased _____)
mm/yyyy

Last/Family/Sur _____ First/Given _____ Middle _____ Title (Mr./Mrs./Ms./Dr.) _____

Country of birth _____

Home address **if different** from yours

Preferred Telephone: Home Cell Work (_____) _____
Area/Country/City Code

E-mail _____

Occupation _____

Employer _____

College (if any) _____ CEEB _____

Degree _____ Year _____

Graduate School (if any) _____ CEEB _____

Degree _____ Year _____

Legal Guardian (if other than a parent)

Relationship to you _____

Last/Family/Sur _____ First/Given _____ Middle _____ Title (Mr./Mrs./Ms./Dr.) _____

Country of birth _____

Home address **if different** from yours

Preferred Telephone: Home Cell Work (_____) _____
Area/Country/City Code

E-mail _____

Occupation _____

Employer _____

College (if any) _____ CEEB _____

Degree _____ Year _____

Graduate School (if any) _____ CEEB _____

Degree _____ Year _____

Siblings

Please give names and ages of your brothers or sisters. If they are enrolled in grades K-12 (or international equivalent), list their grade levels. If they have attended or are currently attending college, give the names of the undergraduate institution, degree earned, and approximate dates of attendance. If more than three siblings, please list them in the Additional Information section.

Name _____ Age & Grade _____ Relationship _____

College Attended _____ CEEB _____

Degree earned _____ Dates _____
or expected mm/yyyy – mm/yyyy

Name _____ Age & Grade _____ Relationship _____

College Attended _____ CEEB _____

Degree earned _____ Dates _____
or expected mm/yyyy – mm/yyyy

Name _____ Age & Grade _____ Relationship _____

College Attended _____ CEEB _____

Degree earned _____ Dates _____
or expected mm/yyyy – mm/yyyy

EDUCATION

Colleges & Universities Are you currently enrolled in college? Yes No

Current or most recent college or university attended _____

Entry Date _____ Exit Date _____ School Type Public Independent This is a 2-year 4-year institution

Address _____ CEEB/ACT code _____
mm/yyyy mm/yyyy
Number & Street

City/Town _____ State/Province _____ Country _____ ZIP/Postal Code _____

Advisor's name (Mr./Mrs./Ms./Dr.) _____ Advisor's title _____

E-mail _____ Telephone (_____) _____ Fax (_____) _____
Area/Country/City Code Number Ext. Area/Country/City Code Number

Report all college attendance beginning with your first year of college. Include all online and summer coursework.

College/University Name & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	Degree Candidate?		Dates Attended (mm/yyyy)	Degree(s) Earned
		Yes	No		
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____

Do you expect to earn a degree prior to enrolling at the college to which you are applying? Yes No If so, what type of degree? _____

Are you a member of Phi Theta Kappa? Yes No

Were you issued a transcript for any work listed above? Yes No If yes, please have an official transcript sent as soon as possible.

Secondary Schools

List all secondary schools you have attended. Please have a School Report form, Official Transcript, and School Profile sent from each institution as soon as possible.

Name of School & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	Dates Attended (mm/yyyy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Secondary School Graduate Date _____
mm/dd/yyyy

Community Program/Organization. _____

If your education was interrupted, please indicate so here: _____

ACADEMICS

The self-reported information in this section is not intended to take the place of your official records. Please note the requirements of each institution to which you are applying and arrange for official transcripts and score reports to be sent from your secondary school and the appropriate testing agencies. Where "Best Scores" are requested, please report the highest individual scores you have earned so far, even if those scores are from different test dates.

Secondary School Grades	Class Rank _____ <small>(if available)</small>	Class Size _____	Weighted? <input type="radio"/> Yes <input type="radio"/> No	GPA _____ <small>(if available)</small>	Scale _____	Weighted? <input type="radio"/> Yes <input type="radio"/> No		
ACT	Exam Dates: _____ <small>(past & future)</small>	mm/yyyy	mm/yyyy	mm/yyyy	Best Scores: _____ <small>(so far)</small>	COMP mm/yyyy	English mm/yyyy	Math mm/yyyy
						Reading mm/yyyy	Science mm/yyyy	Writing mm/yyyy
SAT	Exam Dates: _____ <small>(past & future)</small>	mm/yyyy	mm/yyyy	mm/yyyy	Best Scores: _____ <small>(so far)</small>	Critical Reading mm/yyyy	Math mm/yyyy	Writing mm/yyyy
TOEFL/IELTS	Exam Dates: _____ <small>(past & future)</small>	mm/yyyy	mm/yyyy	mm/yyyy	Best Score: _____ <small>(so far)</small>	Test	Score mm/yyyy	
AP/IB/SAT Subjects	Best Scores: _____ <small>(per subject, so far)</small>	mm/yyyy	Type & Subject	Score	mm/yyyy	Type & Subject	Score	
		mm/yyyy	Type & Subject	Score	mm/yyyy	Type & Subject	Score	
		mm/yyyy	Type & Subject	Score	mm/yyyy	Type & Subject	Score	
		mm/yyyy	Type & Subject	Score	mm/yyyy	Type & Subject	Score	

Current Courses Please indicate title, level (100-level, 200-level, etc.) and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line. If you are not currently enrolled in college, please list the courses you took most recently.

Full Year/First Semester/First Trimester	Second Semester/Second Trimester	Third Trimester <small>or additional first/second term courses if more space is needed</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Honors Briefly list any academic distinctions or honors you have received since the 9th grade or international equivalent (e.g., National Merit, Cum Laude Society).

S(School) S/R(State or Regional) N(National) I(International)

Grade level					Honor	Highest Level of Recognition			
11	12	FY	SO	JR		S	S/R	N	I
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

EXTRACURRICULAR ACTIVITIES & WORK EXPERIENCE

Extracurricular Please list your **principal** extracurricular, volunteer, and work activities **in their order of importance to you**. Feel free to group your activities and paid work experience separately if you prefer. Use the space available to provide details of your activities and accomplishments (specific events, varsity letter, musical instrument, employer, etc.). **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.**

Grade level					Approximate time spent		When did you participate in the activity?		Positions held, honors won, letters earned, or employer	If applicable, do you plan to participate in college?
11	12	FY	SO	JR	Hours per week	Weeks per year	School year	Summer/School Break		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										

WRITING

Please briefly elaborate on one of your extracurricular activities or work experiences in the space below.

Personal Essay This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

Please provide a statement of 250 – 500 words that addresses your reasons for transferring and the objectives you hope to achieve, and attach it to your application before submission. *NOTE: Your Common Application essay should be the same for all colleges. Do not customize it in any way for individual colleges. Colleges that want customized essay responses will ask for them on a supplement form.*

Additional Information Please attach a separate sheet if you wish to provide details of circumstances or qualifications not reflected in the application.

Disciplinary History

- ① Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. Yes No
- ② Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Yes No
[Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]

If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Note: Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.


SIGNATURE

Application Fee Payment If this college requires an application fee, how will you be paying it?

- Online Payment Will Mail Payment Online Fee Waiver Request Will Mail Fee Waiver Request

Required Signature

- I certify that all information submitted in the admission process—including the application, the personal essay, any supplements, and any other supporting materials—is my own work, factually true, and honestly presented, and that these documents will become the property of the institutions to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree, should the information I have certified be false.
- I acknowledge that I have reviewed the application instructions for each college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

Signature  _____ Date _____
mm/dd/yyyy

Common Application member institution admission offices do not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, marital status, parental status, physical disability, learning disability, political affiliation, veteran status, or sexual orientation.

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. If applying via mail, please also give that instructor stamped envelopes addressed to each institution that requires an Instructor Evaluation.

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

Birth date _____ Social Security # _____
mm/dd/yyyy (Optional)

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

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

IMPORTANT PRIVACY NOTE: By signing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, 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. I waive my 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 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 the institution at which I'm enrolling, if that institution saves them after I matriculate.

Required Signature _____ Date _____

TO THE INSTRUCTOR

The Common Application membership finds candid evaluations helpful in choosing from among highly qualified candidates. You are encouraged to keep this form in your private files for use should the student need additional recommendations. Please submit your references promptly, and remember to sign below before mailing directly to the college/university admission office. **Do not mail this form to The Common Application offices.**

Instructor's name (Mr./Mrs./Ms./Dr.) _____ Subject taught _____
Please print or type

Signature _____ Date _____
mm/dd/yyyy

College or university _____

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

Instructor's telephone (_____) _____ Instructor's e-mail _____
Area/Country/City Code Number Ext.

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 response	No basis		Below average	Average	Good (above average)	Very good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
		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.)

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 record and your disciplinary record. 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 duplicating this form and mailing it to your colleges along with copies of your official transcript(s).

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

Birth date _____ Social Security # _____
mm/dd/yyyy (Optional)

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

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

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	Grade	Second Semester/Quarter	Grade	Third Quarter	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

How many college credits have you earned prior to this academic year? _____ How many college credits will you earn this academic year? _____

IMPORTANT PRIVACY NOTE: By signing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

- The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
- I waive my 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 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 the institution at which I'm enrolling, if that institution saves them after I matriculate.

Required Signature _____ **Date** _____

TO THE COLLEGE OFFICIAL

If you have access to the applicant's academic record and disciplinary record, please complete this form in its entirety. Attach the applicant's official transcript (check copies for readability). Use both pages to complete your evaluation for this student, and be sure to sign below. 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 the applicant's colleges after doing so. **Do not mail this form to The Common Application offices.**

College official's name (Mr./Mrs./Ms./Dr.) _____
Please print or type

Signature _____ Date _____
mm/dd/yyyy

Title _____ College or university _____

College or university address _____
City/Town State/Province Country ZIP/Postal Code

College official's telephone (_____) _____ College official's fax (_____) _____
Area/Country/City Code Number Ext. Area/Country/City Code Number Ext.

College or university CEEB/ACT code _____ College official's e-mail _____
mm/dd/yyyy

Background Information

Cumulative GPA: _____ on a _____ scale, covering a period from _____ to _____
(mm/yyyy) (mm/yyyy)

This GPA is weighted unweighted. The school's passing mark is _____.

Highest GPA in class _____ Graduation date _____
(mm/dd/yyyy)

School Seal

If you know this student, please indicate for how long and in what context. _____

If you know this student, what are the first words that come to your mind to describe this student? _____

Ratings Compared to other students in his or her class year, 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 I've encountered (top 1%)
Academic achievement								
Extracurricular accomplishments								
Personal qualities and character								
OVERALL								

Evaluation Please provide comments that will help us differentiate this student from others. Feel free to attach an additional sheet or another reference you've prepared for this student. We especially welcome a broad-based assessment and encourage you to consider describing or addressing:

- The applicant's academic, extracurricular, and personal characteristics.
- Relevant context for the applicant's performance and involvement, such as particularities of family situation or responsibilities, work obligations, or other circumstances, either positive or negative.
- Observed problematic behaviors, perhaps separable from academic performance, that an admission committee should explore further.

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

College official's name (Mr./Mrs./Ms./Dr.) _____
Please print or type

Signature  _____ Date _____
mm/dd/yyyy

Title _____ College official's e-mail _____

College official's telephone (_____) _____ College official's fax (_____) _____
Area/Country/City Code Number Ext. Area/Country/City Code Number Ext.

① Is this applicant in good academic standing? Yes No

② Is this applicant eligible to return to your school? Yes No

If you answered no to either or both questions, please attach a separate sheet of paper or use your written recommendation to provide details.

① Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? Yes No

② To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

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

I recommend this student: No basis With reservation Fairly strongly Strongly Enthusiastically