

# Undergraduate Admission Recommendation Form Counselor / Principal / Headmaster



## To the Applicant

Please complete only the top portion of this form. Sign it and submit it to your reference. Please note that your file will be considered incomplete if this recommendation is not received by the following deadlines: November 1st for Early Action and January 15th for Regular Admission. Please be sure that your recommenders are aware of this deadline so that your file can be completed.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Month Day Year

Address \_\_\_\_\_  
Number Street City State / Province Postal Code Country

Under the Family Rights and Privacy Act of 1974 (FERPA), students enrolled at Soka University of America have access to their admission records, including letters of recommendation. However, students may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If you wish to waive your right to examine this letter of recommendation, please sign below.

\_\_\_\_\_  
Applicant Signature Date

## To the Recommender

The above named student is applying for undergraduate admission to Soka University of America. The information supplied on this form will be used for admission purposes only.

In an effort to complete this applicant's file in a timely manner so that it can be reviewed, please submit this form early enough so that it is received by **November 1st** for Early Action and **January 15th** for Regular Admission. Late forms, emails or faxes will not be accepted.

We value your comments and insights regarding this applicant. Please complete both sections of this form as thoroughly as possible and return it to:

Soka University  
Office of Admission  
1 University Drive  
Aliso Viejo, CA 92656

Evaluator Name \_\_\_\_\_  
Last First Title / Subject taught

School \_\_\_\_\_  
Email Telephone

\_\_\_\_\_  
Evaluator Signature Date

# Soka University of America - Recommendation Form

## Background Information

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

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

Class Rank \_\_\_\_\_ Class Size \_\_\_\_\_ This Rank Is:  Weighted  Unweighted

Cumulative GPA: \_\_\_\_\_ on a \_\_\_\_\_ scale, covering a period from \_\_\_\_\_ to \_\_\_\_\_

The GPA is:  Weighted  Unweighted The passing mark is: \_\_\_\_\_ Highest GPA in class: \_\_\_\_\_

Percentage of graduating class immediately attending: \_\_\_\_\_ four-year \_\_\_\_\_ two-year institutions

How many courses does your school offer:  
AP \_\_\_\_\_ IB \_\_\_\_\_ Honors \_\_\_\_\_

If school policy limits the number a student may take in a given year, please list the maximum allowed:

AP \_\_\_\_\_ IB \_\_\_\_\_ Honors \_\_\_\_\_

In comparison with other college preparatory students at your school, the applicant's course selection is:

- Most demanding  Very demanding  
 Demanding  Average  
 Below average

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  School policy prevents me from responding

If yes, please provide an explanation of the disciplinary violation(s), including the approximate date(s).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Ratings

Please rate the applicant in comparison with other students in his or her class. This rating should accompany your letter of recommendation, not replace it.

|                                  | 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

Soka University appreciates your evaluation (on a separate paper) of what you think is important about this student, including a description of academic, extracurricular and personal characteristics. We welcome information that will help us to differentiate this student from others. If the applicant's native language is not English, please evaluate English proficiency.

I recommend this student:  No Basis  With Reservation  Fairly Strongly  Strongly  Enthusiastically