

RECOMMENDATION FORM

All full-time applicants to Florida Southern College are required to submit a minimum of one academic recommendation. This form has been provided as a guide. However, if it is more convenient, please feel free to submit a type-written letter.



OFFICE OF ADMISSIONS

Florida Southern College
111 Lake Hollingsworth Drive
Lakeland, Florida 33801-5698
(863) 680-4131 • Fax (863) 680-4120

TO THE STUDENT

Name of Applicant _____ Social Security Number: _____

Address: _____

City/State/Zip: _____ Telephone (____) _____

Name of Reference _____ Title/Position: _____

Address: _____

City/State/Zip: _____ Telephone (____) _____

To be completed by applicant:

I hereby grant permission for the release of the information requested on this form to the Office of Admissions, Florida Southern College (signed) _____

I hereby waive all rights of access to the information contained on this form and understand that it will be kept confidential between the referee and Florida Southern College (signed) _____

TO THE REFERENCE

Dear Reference:

Thank you very much for taking your time to evaluate this candidate's qualifications for admission to Florida Southern College. Your recommendation will become a part of his/her admissions file.

You may use this original form or write a personal letter; however, it is not official unless it is mailed to the Office of Admissions.

1. Your contact with this candidate is/was as a _____ teacher _____ counselor _____ employer _____ coach
_____ other (please describe) _____

2. Have known candidate for _____ yrs. I know him/her _____ well _____ fairly well _____ slightly

3. Please check the degree to which this candidate demonstrates the following qualities:

	Excellent	Above Average	Average	Below Average	Do Not Know
A. academic ability					
B. academic motivation					
C. written expression					
D. oral expression					
E. energy and initiative					
F. independence					
G. originality					
H. leadership					
I. self-confidence					
J. warmth of personality					
K. sense of humor					
L. concern for others					
M. reaction to criticism					
N. social-emotional maturity					
O. adaptability					
P. judgment					
Q. responsibility					

PLEASE COMPLETE BOTH SIDES OF RECOMMENDATION FORM

TO THE REFERENCE

3. Is candidate respected by his/her peers? _____.

The main factors contributing to that respect seem to be:

- | | |
|---|---|
| <input type="checkbox"/> Superiority in studies | <input type="checkbox"/> Success in athletics |
| <input type="checkbox"/> Leadership in activities | <input type="checkbox"/> Accomplishment in activities |
| <input type="checkbox"/> Interest in other students | <input type="checkbox"/> Personality |

The main factors contributing to a lack of respect seem to be:

- | | |
|---|--|
| <input type="checkbox"/> Superiority in studies | <input type="checkbox"/> Conceit |
| <input type="checkbox"/> Lack of interest in other people | <input type="checkbox"/> Not well known |
| <input type="checkbox"/> Manners, personal habits | <input type="checkbox"/> Other (specify) _____ |

4. Do you have unqualified confidence in this candidate's integrity? _____

If your confidence is qualified in any way, please explain _____

5. General comments regarding candidate's strengths: _____

6. Comments regarding areas that need improvement: _____

7. Additional Comments: _____

Reference's Signature _____ Date _____

Thank you for your time and effort. Please mail to the Office of Admissions at the address below:

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111 Lake Hollingsworth Drive
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