Please return this form to: Florida Southern College
Attn: Office of Adult and Graduate Admission
111 Lake Hollingsworth Drive
Lakeland, FL 33801

Applicant’s Printed Name: ____________________________________________

First                  Middle                  Last

_____ I waive my right of access to confidential statements and recommendations which are contained in, or are a part of
my education records in the possession of, or used by the Office of Adult and Graduate Admission. This waiver, which
I understand I am not obligated to sign, can only be revoked in writing and only with respect to confidential
statements and recommendations placed in my file subsequent to written revocation.

_____ I DO NOT waive my right to your recommendation

(Applicant: please choose and initial the appropriate line ABOVE for the statement of your choice)

Printed Name of Reference: ____________________________________________

Applicant’s Signed Name: ____________________________________________ Date: __________________________________

Full Date of Birth or FSC ID # (required): ______________________________

Dear ______________________, I would appreciate your recommendation to further my education at Florida Southern
College. You may use this form or submit a personal letter. This recommendation will become a permanent part of my
application file. Further, I understand the Family Educational Rights and Privacy Act of 1974, and in accordance with the law.

—Applicant is to complete the portion above this line—

I. Please indicate extent of your contact during the time of your association with the applicant:

   Daily                  Frequently                Infrequently

II. Place an obvious mark in the section that represents your estimate of the degree to which
this applicant demonstrates each of the following qualities:

<table>
<thead>
<tr>
<th>Quality</th>
<th>Excels</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of personal and professional goals</td>
<td></td>
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<tr>
<td>Demonstrates willingness to learn and grow</td>
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<tr>
<td>Ability to learn, understand, assimilate knowledge</td>
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<td>Ability to express self in writing</td>
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<td>Ability to express self orally</td>
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<td>Ability to organize responsibilities and tasks</td>
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<tr>
<td>Reliability and promptness with assignments</td>
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</tbody>
</table>

To reach an admission deadline, you may FAX this form to 863.680.3872. PLEASE FOLLOW-UP BY MAILING THE
ORIGINAL FORM. If you have any questions, please contact the Office of Adult and Graduate Admission at
863.680.4205 or email evening@flsouthern.edu. Thank you!
<table>
<thead>
<tr>
<th></th>
<th>Excels</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality and regularity in attendance</td>
<td></td>
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<td>Willingness to pursue tasks to completion</td>
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<td>Ability to work independently</td>
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<tr>
<td>Ability to work with people</td>
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<td>Degree of flexibility and ability to adapt</td>
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<td>Ability to accept evaluation of performance</td>
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<td>Handles stressful situations appropriately</td>
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</table>

### III.
Please circle the words from the list that **BEST** describe the applicant. If you feel there are other words that should be included, please provide them in the blank space below:

- Outgoing
- Inquisitive
- Concerned
- Shy
- Complacent
- Mature
- Well Groomed
- Tolerant
- Cooperative
- Quiet
- Serious
- Loyal
- Cheerful
- Dedicated
- Follower
- Competent
- Thorough
- Trustworthy
- Dependable
- Enthusiastic
- Self-Centered
- Reserved
- Sensitive
- Inventive
- Leader
- Energetic
- Friendly
- Motivated
- Confident
- Creative
- Aggressive
- Congenial
- Assertive
- Probing
- Initiator
- Relaxed
- Determined

### IV.
Please include a statement about the applicant that you feel should be considered when we consider this student for admission to our program.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Reference's Printed Name: ____________________________________________

Reference's Signature: _____________________________________________

Position and Company: _____________________________________________

Email address (please print legibly): _________________________________

Phone number: _______ _______ " _______ _______ " _______ _______ __________

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