Recommendation Form

PACE UNIVERSITY
Work toward greatness.

RECOMMENDATION FORM

TO THE APPLICANT:

Please complete the top section of the Pace University Recommendation Form. **High school students:** Give this form to a teacher, guidance counselor, or college adviser. **Transfer students:** Give this form to your transfer counselor or to a faculty member who is in a position to evaluate your academic performance and capabilities. **Returning adult students:** Give this form to your employer, supervisor, community leader, or colleague.

TO THE TEACHER, COUNSELOR, OR EMPLOYER:

This applicant has applied for admission to Pace University. The Admissions Committee finds candid evaluations helpful in choosing among highly qualified candidates and therefore asks your help in appraising the applicant. Thank you for your time and professional judgment.

TO BE COMPLETED BY APPLICANT (Please print)

Name of Applicant _____ Birth Date _____
Last First Middle

School Now Attending _____
or
Current Employer _____

CONFIDENTIALITY STATEMENT

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you attend Pace University. You may waive your right of access to this specific recommendation if you choose. Your decision to waive or not to waive your right of access will have no effect on your application for admission. Please check the appropriate box and sign your name below:

❑ I hereby waive my right of access to this recommendation. ❑ I do not waive my right of access to this recommendation.

Applicant's Signature _____ Date_____

TO BE COMPLETED BY TEACHER, COUNSELOR, OR EMPLOYER

How familiar are you with Pace University? ❑ Very ❑ Somewhat ❑ Not at all How long have you known the applicant?_____

Note any capacity in which you have known the applicant outside the classroom or workplace. (For example, family friend, etc.)

_____

_____

_____

List the courses in which you have taught the applicant, noting for each course the applicant's year in school (for example, 11, 12), the level of the course difficulty (AP, elective), and the applicant's grade, or describe the nature of your relationship to the applicant.

_____

_____

From your experience, how would you rate this applicant in terms of the following qualities as compared to other students applying to selective colleges:

	No Basis	Below Average	Average	Good *(above average)*	Very Good *(well above average)*	Excellent *(top 10 percent)*	One of the Top 2 *Percent* Encountered This Year
❑ Creative, original thought	❑	❑	❑	❑	❑	❑	❑
❑ Sense of humor	❑	❑	❑	❑	❑	❑	❑
❑ Motivation	❑	❑	❑	❑	❑	❑	❑
❑ Independence, initiative	❑	❑	❑	❑	❑	❑	❑
❑ Intellectual ability	❑	❑	❑	❑	❑	❑	❑
❑ Academic achievement	❑	❑	❑	❑	❑	❑	❑
❑ Written expression of ideas	❑	❑	❑	❑	❑	❑	❑
❑ Effective class/group discussion	❑	❑	❑	❑	❑	❑	❑
❑ Disciplined work habits	❑	❑	❑	❑	❑	❑	❑
❑ Potential for growth	❑	❑	❑	❑	❑	❑	❑

Appraisal of intellectual capabilities:

Appraisal of personal characteristics:

Signature _____ Date _____

Name (print) _____

Teaching Department _____

School _____

School Address _____

Telephone Number _____ E-mail Address _____

or

Title _____

Company or Business _____

Business Address _____

Telephone Number _____ E-mail Address _____

Please mail your completed application in the enclosed postage paid envelope to:

Pace University
Application Processing Center
861 Bedford Road
Pleasantville, NY 10570-2799

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❑ Motivation	❑	❑	❑	❑	❑	❑	❑
❑ Independence, initiative	❑	❑	❑	❑	❑	❑	❑
❑ Intellectual ability	❑	❑	❑	❑	❑	❑	❑
❑ Academic achievement	❑	❑	❑	❑	❑	❑	❑
❑ Written expression of ideas	❑	❑	❑	❑	❑	❑	❑
❑ Effective class/group discussion	❑	❑	❑	❑	❑	❑	❑
❑ Disciplined work habits	❑	❑	❑	❑	❑	❑	❑
❑ Potential for growth	❑	❑	❑	❑	❑	❑	❑

Appraisal of intellectual capabilities:

Appraisal of personal characteristics:

Signature _____ Date _____

Name (print) _____

Teaching Department _____

School _____

School Address _____

Telephone Number _____ E-mail Address _____

or

Title _____

Company or Business _____

Business Address _____

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