

ASSUMPTION COLLEGE
DEAN'S / DEPARTMENT CHAIRPERSON'S RECOMMENDATION

To the Applicant: *Please fill in the items enclosed in this section. Type or print your answers.*

Name: _____
LAST FIRST MIDDLE

Official Name of Current/Last School: _____

Complete School Address: _____
STREET MUNICIPALITY OR CITY

_____ PROVINCE OR COUNTRY _____ ZIP CODE

I understand that I may not read this evaluation and that I will not seek to do so either while I am applying or subsequently.

_____ Applicant's Signature _____ Date

After completing this portion, give this form and envelope to your Dean or Chairperson. Do not write below this line.

To the Dean / Chairperson: The student whose name appears above is studying or has studied in your school and is applying for admission in Assumption College. It would be most helpful to us if you could provide specific information about her accomplishments and qualifications.

Please type or print your responses. Initial all erasures and corrections made. Whenever the space allotted for an item is insufficient, please feel free to attach additional information that could help us in our evaluation.

A. ACADEMIC RECORD

Summary of Applicant's Academic Record:
Grade Point Average: _____ Total No. of Units enrolled: _____
No. of Terms enrolled in your College: _____

Please provide a brief description of your grading system: _____

B. THE DEAN'S / CHAIRPERSON'S ASSESSMENT

Your opinion will carry a great deal of weight with the Assumption College Admissions Committee. Please give a full, revealing and complete report as possible.

1. The Applicant's Disciplinary Record

a. Has this student ever been placed on probation, suspension or dismissed from school for academic or disciplinary reasons (such as dishonesty, unbecoming or unruly conduct, drug abuse, or immorality)

no yes: If yes, please explain below:

offense	date/period covered	penalty
_____	_____	_____
_____	_____	_____

b. Has she been excessively late?

no yes: If yes, please explain below:

Reasons given by the student	date/period covered
_____	_____
_____	_____

b. Has she been excessively absent?

no

Reasons given by the student

yes: If yes, please explain below:

date/period covered

2. The Applicant's Personal Qualities?

a. Please write an appraisal of this student's strengths.

b. Please write an appraisal of this student's limitations. Include any specific event or circumstances that may have affected the applicant's performance in school (medical or personal).

c. Do you have any reason to doubt this student?

no

yes: If yes, please explain below:

C. DEAN'S / CHAIRPERSON'S RECOMMENDATION

Please check the single most appropriate box:

- This is an exceptional student. I have encountered just a few like her in my career. I very strongly recommend her.
- This is an above average student. I strongly recommend her.
- This is an average to high average student. She possesses potential for college work and is therefore recommended without reservation.
- This is a low average to average student. She possesses potential for college work but due to her attitude and (state reasons here) _____, she is recommended with some reservation.
- This is a below average student. I will not recommend her for admission to your college.

This report is based on (check the appropriate box/es):

- personal observation of the applicant
- student's comments
- other's observations, specify _____
- teachers comments
- school records
- other records, specify _____

Please review your responses. Make sure they are complete and accurate.

Dean/Chairperson's Name: _____ Signature: _____

Office Address: _____ Tel. No./s: _____

Please seal this form in the envelope provided and sign on the flap. Return to the student for submission to our office. An unsealed and unsigned recommendation is not valid and will not be accepted.

Thank you for completing this student's recommendation to our college. Should there be a need for clarification, please do not hesitate to contact us at:

**The College Admissions Office
Assumption College
San Lorenzo Village, Makati City
Telefax No. 817-7773
Trunkline 817-0757 loc. 41**

All ratings, responses and recommendations in this form and attachments are regarded as confidential.