



*International Student Recommendation Form*

**To the applicant: Please complete part A below and submit this form to the person providing a recommendation. Recommendations must be returned to you in a sealed and signed envelope and be submitted with the application or sent directly to Muskingum College. You may wish to make additional copies of this form.**

**PART A: Applicant Information**

Name of Applicant (FAMILY, Given, Middle)	
Address of Applicant	
City	
State/Province, Postal Code	
Country	

The helpfulness of recommendation letters are improved when the recommender knows that such letters are written in confidence. Under United States federal law (Section 438 of Public Law 90-247 as amended), students are allowed access to certain educational records on request, and section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. *If you wish to waive your right to inspect the letter requested by this form, please sign below:*

Signature \_\_\_\_\_

Date (Month, Day, Year on Western Calendar) \_\_\_\_\_

**PART B: Recommendation**

To the recommender: *The applicant has requested your assistance with his or her application to a U.S. university. As a part of the process, all applicants must submit at least two letters of recommendation from their teachers or school administrators, and may submit additional letters from coaches, employers, or other associates with knowledge of the applicant's skills and abilities. We hope to have recommendations that frankly reveal both an applicant's strengths and his or her weaknesses. Your cooperation is greatly appreciated in providing an evaluation of the applicant's potential as a university student. Feel free to submit additional information on a separate page.*

*Please complete the questions below and on reverse side. After completing this form, please place it in an envelope, seal the envelope and sign it across the seal. You may send it directly to Muskingum, or return it to the applicant who must forward it to Muskingum, unopened, with other application materials.*

1. In what capacity have you known the applicant? *(Check all that apply)*

as the applicant's teacher in (subject or subjects)

as his/her employer

other *(please explain)*

\_\_\_\_\_

as his/her principal/headmaster/headmistress

\_\_\_\_\_

as his/her supervisor

as his/her guidance counselor

as a supervisor for volunteer/extracurricular

as his/her head of house

activity or activities:

as his/her coach in *(activity/activities)*:

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

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

2. How long have you known the applicant? \_\_\_\_\_

3. Are you aware of any extracurricular activities of this student?  Yes  No How do you think the student has benefited from those activities?

\_\_\_\_\_

\_\_\_\_\_

4. General Qualifications: Please summarize your evaluation by checking your estimate on the following items. (“Exceptional” should indicate that the applicant is comparable to the most-qualified students that you have known. “Good” should indicate a positive recommendation with no reservation.)

	Superior/ Exceptional	Above Average	Average	Below Average	Poor	No Basis for Judgment
Ability to engage in independent inquiry						
Written communication skills ( <i>First language if other than English</i> )						
Written communication skills ( <i>English</i> )						
Oral communication skills ( <i>First language if other than English</i> )						
Oral communication skills ( <i>English</i> )						
Analytical skills						
Emotional Maturity						
Intellectual Ability						
Ethics						
Adaptability						
Leadership Ability						
Self-discipline						
Motivation/Perseverance						
Teamwork						
Creativity						

5. Applicant’s area(s) of greatest strengths: \_\_\_\_\_

6. Applicant’s area(s) needing improvement: \_\_\_\_\_

7. What is your overall ranking of this applicant as compared with other students you have known at his or her educational level? ( ) Upper 5% ( ) Upper 10% ( ) Upper 25% ( ) Upper 50% ( ) Lower 50%

Please comment on the above ratings and make any additional statements concerning the candidate’s qualifications for university study in light of your observations. *Attach an additional sheet if needed.*

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

**Recommender’s Contact Information:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date (Month, Day, Year) \_\_\_\_\_

Position (teacher, headmaster, etc.) \_\_\_\_\_ Number of years in this or similar position \_\_\_\_\_

Mailing Address: Number and Street \_\_\_\_\_

City/Town \_\_\_\_\_ State/Province \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone (include country and city codes) \_\_\_\_\_ E-mail address \_\_\_\_\_

**After completing this form, please place it an envelope, seal the envelope and sign it across the seal. Please return it directly to Muskingum College or to the applicant, who will forward it to Muskingum , unopened, with other application materials. Thank you for your assistance.**

Please return to student or to:  
**Muskingum College**  
**Office of International Enrollment**  
**163 Stormont Street**  
**New Concord, Ohio, 4372 U.S.A.**