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Personal Recommendation

**APPLICANT:** Print or type your personal information in the space provided below. Give this form to the person you have chosen for a recommendation (a non-relative such as an employer, teacher, friend, etc.).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  |  | | |
| Applicant’s last, first, middle name | | | | |  | Date | | |
|  |  |  |  |  | | |  |  |
| Street address |  | City |  | State | | |  | Zip code |

Under the provision of the Family Educational Rights and Privacy Acts of 1974, you have the right to review your educational records. The Act further provides that you may waive your right to see letters written on your behalf for admission.

I (check one):  waive my right/  do not waive my right of access to this recommendation written on behalf of my candidacy for admission.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Applicant’s signature (your e-signature will serve as binding) |  | Date |

**RECOMMENDER:** Each applicant for admission to the degree programs of Taylor University Online must submit a personal recommendation. We value your comments and request that you give a full and candid report, so that fair consideration may be given to the applicant.

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| 1. | How long have you known the applicant and what is your relationship? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | How well do you know the applicant? Check where appropriate. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | By name/sight | | | | | | | | | | | | |  | | |  | | Well – numerous personal contacts | | | | | | | | | |
|  |  | | | Casually – few personal contacts | | | | | | | | | | | | |  | | |  | | Close friendship | | | | | | | | | |
| 3. | To your knowledge, has the applicant made a personal commitment to Jesus Christ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | Yes | |  | | No | | |  | | | I don’t know | | | | | | | | | | | | | | | | | |
| 4. | Describe the applicant’s outstanding abilities or talents. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | |  | |  | | | | | | | | | | | | | |  | | | | | |  | | |  | | |
| 5. | Describe the applicant’s level of motivation for college study. Is the applicant a self-starter? Does he/she complete tasks on time? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | In social relationships, the applicant is: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | Sought out | |  | | Well-received | | | |  | | | | Tolerated | | | | | | | |  | | | Avoided | |  | | |
|  | Please comment or explain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | The applicant’s influence on his/her peers is: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | Positive | | |  | | Negative | | | | | | | | | Please comment or explain: | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Please evaluate the applicant in the following areas: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | ***Excellent*** | | | | ***Above average*** | | | | | | | | ***Average*** | | | | | | | ***Below average*** | | | | | | ***Do not know*** |
|  | Leadership | | | | |  | | | |  | | | | | | | |  | | | | | | |  | | | | | |  |
|  | Responsibility | | | | |  | | | |  | | | | | | | |  | | | | | | |  | | | | | |  |
|  | Initiative | | | | |  | | | |  | | | | | | | |  | | | | | | |  | | | | | |  |
|  | Integrity & Honesty | | | | |  | | | |  | | | | | | | |  | | | | | | |  | | | | | |  |
|  | Emotional Stability | | | | |  | | | |  | | | | | | | |  | | | | | | |  | | | | | |  |
|  | Communication Skills | | | | |  | | | |  | | | | | | | |  | | | | | | |  | | | | | |  |
|  | Comments on any of the above ratings: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Please share with us any information about the applicant that would help in our evaluation. This information may cover recent experiences or incidents in the applicant’s life, or could be a general personality appraisal. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Overall recommendation? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Highly recommended | | | |  | | No reservations | | | |  | | Average | | | | | |  | | With reservations | | | | |  | | Not recommended | |
|  | Comments on any of the above: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**Reference information:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  |  | | |
| Last, first, middle name | | | | |  | Date | | |
|  |  |  |  |  | | |  |  |
| Street address |  | City |  | State | | |  | Zip code |
|  |  |  |  |  | | |  |  |
| Phone |  |  |  |  | | |  |  |

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| --- | --- | --- |
|  |  |  |
| Recommender’s signature (your e-signature will serve as binding) |  | Your relationship with the applicant |

Thank you for taking the time to complete this form. Your observations will assist us in our evaluation of the applicant.

Please return completed form to:

**Taylor University**

**ATTN: Dr. Jan Dormer**

**236 West Reade Avenue**

## Upland, Indiana 46989

## Phone: 765.998.4312

## Fax: 765.998.4313

## Email: [jndormer@taylor.edu](mailto:jndormer@taylor.edu)

TAYLOR POLICY OF NONDISCRIMINATION: Taylor University complies with all federal and state nondiscrimination laws. Taylor University is an equal opportunity institution. Direct inquiries to the Office of the President, Taylor University, 236 West Reade Avenue, Upland, IN 46989-1001, 765-998-5203, or the Office of Civil Rights, DHEW, Washington, D.C. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.