



Undergraduate Reference Form

Section I (To be completed by applicant)

The following information must correspond exactly to the information submitted on your application. Indicate your decision regarding a waiver of the right of access to this reference before giving it to the person who will be submitting the reference. A sealed letter of recommendation may be sent with the application or under separate cover. If the letter is mailed separately, please have it sent to: VCU, Office of Undergraduate Admissions, P.O. Box 842526, Richmond, VA 23284-2526.

Name _____
last first middle other last name(s)

Desired curriculum (Complete these items exactly as you have completed them on your application.)

Intended college/school _____

Intended major _____

Advising track/concentration/specialization (if applicable) _____

Semester and year of entry Fall _____ Spring _____

Name of recommender (Note to applicant: Recommendations should be written by teachers or other professionals who have first-hand knowledge of your intellectual capacity, creative ability, emotional maturity, skill and craftsmanship, motivation and drive.)

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students, however, are entitled to waive their rights of access concerning recommendations. The following signed statement is the applicant’s wish regarding this recommendation.

I waive my rights to inspect the contents of this reference. I do not waive my rights to inspect the contents of this reference.

signature date signature date

Section II (To be completed by recommender)

Virginia Commonwealth University will value your comments on the suitability for the VCUarts Undergraduate program and will hold your comments in confidence if the applicant has signed the above waiver.

How long and in what capacities have you known the applicant?

Please carefully assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals in his or her entire secondary school class.

	Superior	Good	Average	Poor	Unknown
<i>Intellectual ability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Extracurricular Accomplishments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ability to analyze a problem and formulate a solution</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Self-reliance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Leadership</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Creativity/innovation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Motivation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Self-discipline</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cooperativeness</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Oral communication skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Written communication skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Respect for others</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Reaction to criticism</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Emotional maturity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

