



**JOSE MARIA COLLEGE**  
Admissions Office

**COLLEGE DEPARTMENT**  
**RECOMMENDATION FORM**

TO THE APPLICANT: Please give this form to two (2) persons who know you well enough, e.g., your guidance counselor, class adviser, or principal. Then submit this form to the Admissions Office.

TO THE REFERENCE: Please provide us information on how well you know the student by answering the questions below. Then place it in the envelope provided by the student. Seal and sign the flap of the envelope. All information will be treated as strictly confidential.

\_\_\_\_\_ is applying for admission to  

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
Jose Maria College for the _____	Semester of Academic Year _____	_____

A. How long have you known the applicant? In what capacity?  
 \_\_\_\_\_

B. How would you assess the student applicant using the following criteria? Please check accordingly.

	Excellent	Very Satisfactory	Satisfactory	Needs Improvement
1. Academic Performance				
2. Oral Communication Skills				
3. Written Communication Skills				
4. Personality				
5. Conduct				

C. How long has the applicant stayed in your school?  
 \_\_\_\_\_

D. Has the applicant been placed on probationary status during his/her stay in your school? Please check the appropriate box.

NO  YES      If yes,       Academic       Disciplinary

Please explain briefly: \_\_\_\_\_

E. Please provide the Admissions office any information about him/her (e.g. Strengths, Weaknesses, Talents, Awards, Family Background, Interpersonal Relationships, etc. Extra sheet may be used.)  
 \_\_\_\_\_

**F. RECOMMENDATION:**

- \_\_\_\_\_ I strongly recommend the applicant for admission.
- \_\_\_\_\_ I recommend the applicant for admission.
- \_\_\_\_\_ I recommend the applicant for admission with some reservations.
- \_\_\_\_\_ I do not recommend the applicant for admission.

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

DESIGNATION/TITLE: \_\_\_\_\_ INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE/CELLPHONE: \_\_\_\_\_

\_\_\_\_\_

Thank you!