



Please send all recommendations to the address listed below

Admission Processing Center
P.O. Box 547, Wilberforce, OH 45384-0547
Contact 937-376-6483 Fax 937-376-6083

OFFICE OF UNDERGRADUATE ADMISSIONS RECOMMENDATION FORM

Letters of recommendation are required for students who fall below at 2.5 GPA and seek admissions to Central State University. This recommendation form must be completed by a high school teacher from one of the key subject areas of: English, Math, Social Sciences, or Science

PART A: TO BE COMPLETED AND SIGNED BY APPLICANT

LAST NAME FIRST NAME MIDDLE NAME

Permanent Address Street Address Unit Number City/County State Zip Code

Mailing Address (If different than permanent address) Street Address Unit Number City/County State Zip Code

Gender Male Female Other Date of Birth Phone Number

Admission Term (SEMESTER/YEAR)

Public Law 93-380, Family Education Rights and Privacy Act of 1974, grants students the right to have access to recommendations in their placement files, unless the right to such access has been waived by the statement below.

I hereby Waive Do not waive my right to see this recommendation.

SIGNATURE OF APPLICANT DATE

PART B: TO BE COMPLETED BY TEACHER, FACULTY MEMBER, ADVISOR OR EMPLOYER

As a part of the admissions process at Central State University, applicants whose GPA is below a 2.5 are asked to submit this recommendation form. We appreciate any comments and evaluations that you would like to offer about this candidate. Feel free to attach comments or descriptions. A prompt reply is requested.

LAST NAME FIRST NAME

NAME OF HIGH SCHOOL POSITION

CONTACT INFORMATION (PHONE NUMBER) (FAX NUMBER) (EMAIL ADDRESS)

Please make the appropriate box that best describes this candidate:

Table with 5 columns: Category, EXCELLENT, GOOD, AVERAGE, BELOW AVERAGE. Rows include Academic Performance, Academic Ambition, Communication, Ability to Work with Others, and Potential to succeed in college.

Comments (Please feel free to include any additional feedback on this applicant):

Text area for comments with three horizontal lines.

I recommend this candidate with reservation fairly strongly enthusiastically

SIGNATURE OF RECOMMENDER DATE

SIGNATURE OF RECOMMENDER DATE