

DON'T MISS
THE DEADLINE!



2017-18 Letter of Recommendation GUIDELINES

DEADLINES to Request Letters for College Admissions from COUNSELOR/TEACHER:

Early Action/Early Decision: SEPT 29, 2017

**** REGULAR Admissions (including USC scholarship): NOVEMBER 10, 2017**

1. **ALWAYS:** ASK recommender **IN PERSON** prior to inviting them online, sending an email or leaving a request in their mailbox.
2. **ALWAYS:** Provide BRAG SHEET and RESUME (attach copy of extracurricular activities, internships, work-experience, clubs and/or sports your involved in).
3. **ALWAYS:** ***IMPORTANT*** Provide as much **DETAILS** and **EXAMPLES** when answering the questions on brag sheet. **DO NOT BE SHY!** The more information you provide, the stronger the letter your Counselor and/or Teacher can write about **YOU!**
4. **ALWAYS:** Adhere to **DEADLINES** when requesting a recommendation

ALSO... Be sure "**Waiver of Access**" has been signed, i.e. you waive your right to read your counselor's/teacher's recommendation.

-AND-

I understand the school will **MAIL or SUBMIT ONLINE** all counselor letter of recommendation – the letters will **NOT** be given to me.

5. ***OPTIONAL*** Write a *Thank you* note to show appreciation for your recommender's time and effort.

PURPOSE of Recommendation Letter:

Common Application College Scholarship Other EOP Honors Program

Student Name: _____

Date: _____

Email Address: _____

Cell Number: _____

List ALL colleges, programs or scholarships along with deadlines:

- | | |
|-----------|----------------|
| 1. _____ | Deadline Date: |
| 2. _____ | Deadline Date: |
| 3. _____ | Deadline Date: |
| 4. _____ | Deadline Date: |
| 5. _____ | Deadline Date: |
| 6. _____ | Deadline Date: |
| 7. _____ | Deadline Date: |
| 8. _____ | Deadline Date: |
| 9. _____ | Deadline Date: |
| 10. _____ | Deadline Date: |

List ACT and/or SAT Scores:

Standardized EXAM ACT or SAT	Month/ Year Taken:	OVERALL Score	ACT -OR- SAT MATH Score	ACT -OR- SAT READING Score	ACT -OR- SAT WRITING Score	ACT SCIENCE Score

List CURRENT Course Schedule 2016/17:

Academic Profile:

Period 1: _____

Period 2: _____

Period 3: _____

Period 4: _____

Period 5: _____

Period 6: _____

Academic GPA: _____

UC/CSU (10th - 12th) GPA: _____

Total GPA: _____

Additional Information:

Did you qualify for the SAT or ACT fee waiver? Yes No

Are you a first generation college student? Yes No

(Parent/legal guardian(s) have not completed a bachelor's degree at a four-year college or university)

**If you are an undocumented student (AB540, A Dreamer) please consider letting your counselor or recommender know.*

1. WHY do you want to attend this/these particular school(s) –OR- why are you applying to this scholarship?

2. WHAT do you plan to major or study in college? WHAT career field interests you?

3. Have you had any **DIFFICULTIES** you have had to overcome? How has it **AFFECTED** your life? How did you **OVERCOME** it or deal with the situation?

4. **WHAT** do you think you are good at doing? Describe **why**? List any of strengths?

5. What **THREE** adjectives would you use to describe yourself? Explain **WHY** these three fit you.

6. How do you believe you **MEET THE CRITERIA** of the school(s) that you are applying to –OR- the scholarship that you are applying for?

7. What **STRENGTHS** as a student (positive qualities about yourself in the context of school) do you bring to your **STUDIES** and **SCHOOL CULTURE/ENVIRONMENT**? What are your greatest weaknesses and why?

8. What do you think people who know you would be **SURPRISED** to learn about you?

9. How would your TEACHERS describe you (the type of student you are)?

10. What EXPERIENCES (extra-curricular activities, work experience, hobbies, volunteer work in the community, leisure time interests) have been MEANINGFUL to you? How do those experiences RELATE TO YOUR STRENGTHS as a student and a person? Please elaborate and provide details and examples.

11. What COMMUNITY SERVICE have you done? What has it meant to you? What have you LEARNED? Why did you CHOOSE this community service?

12. List THREE achievements in your life of which you are most proud and why:

13. Please describe the QUALITIES AND ACCOMPLISHMENT(S) you would bring to a college campus?

14. Is there ANY other information you would like to share with me so that I can make an honest appraisal of you the colleges? Any specific things about yourself that you would like me to emphasize??

EOP Program BRAG SHEET

Please **COMPLETE** if you are submitting an Educational Opportunities Program (EOP) application for the Cal State Universities.

This program has income eligibility requirements and requests letter of recommendation.

1. What **QUALITIES** best describe who you are?

2. Do you feel you have a **DISADVANTAGED** background (i.e.) low income for several years, first generation college student, and inner-city or migrant family? Yes, no, why?

3. Why do you believe you **QUALIFY** for EOP, and what services or assistance would you use to succeed in college?

4. Please discuss any barriers you have experienced that might have hindered your achievement. Do you believe they will continue to affect your performance in college?
