OFFICIAL RECOMMENDATION FORM FOR HIGH SCHOOL STUDENTS

A completed application file consists of the following:

- Completed application with a signature
- Guidance Counselor’s Recommendation
- Official High School Transcript
- Final High School Transcript showing date of graduation
- Official ACT/SAT score report (unless student elects Test-Optional consideration; additional materials required)
- Official TOEFL score report (if applicable)

Part I - To Be Completed by Applicant

Name of Applicant ____________________________

SSN _______________________________________

Address _____________________________________

City __________________________ State ______ Zip Code __________

High School Attending ____________________________

Part II – To be Completed by Guidance Counselor

First Name __________________________ Last Name __________________________

Title/Position __________________________ Relationship to Student __________________________

Institutional Name/Organizational Affiliation __________________________

Address __________________________

Daytime Phone __________________________ Email __________________________

Please rank the student on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Best</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Achievement</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Maturity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Concern for Others</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

1. Has the applicant ever been found responsible for a disciplinary violation at your school from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution. Yes ☐ No ☐ School policy prevents me from responding ☐

2. To your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? (Note that you are not required to answer “Yes” to this question or provide an explanation if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered to be kept confidential by a court. Yes ☐ No ☐ School policy prevents me from responding ☐

If you answered “Yes” to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Applicants are expected to immediately notify the institution to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

☐ Check here if you would prefer to discuss this applicant over the phone with the admission office.

I recommend this student: ☐ Enthusiastically ☐ Strongly ☐ Fairly Strongly ☐ With Reservation ☐ No Basis

Please attach a separate sheet to share any additional insight concerning this applicant.

Signature of Counselor __________________________ Date __________________________

Return by fax (352) 588-8257 or email (below) or mail to: Saint Leo University — Admissions — MC 2008 — P.O. Box 6665 — Saint Leo, FL 33574-6665

CHOOSE.SAINTLEO.EDU (800) 334-5532 | ADMISSIONS@SAINTLEO.EDU