

# College Recommendation Request Form

Date \_\_\_\_\_ Student \_\_\_\_\_

Recommending Teacher \_\_\_\_\_

2<sup>nd</sup> Recommending Teacher \_\_\_\_\_

College recommendations are a very important part of your application. We teachers take the responsibility for writing them very seriously. Therefore, in order to write a strong recommendation for you, please complete this form and supply your recommending teacher(s) with the information requested. Once you submit this packet, we will try to complete your recommendation within 3 weeks. Feel free to ask about your recommendation after that time.

Universities/Colleges Applying to

Due Dates

*Why did you choose these schools? What do you plan to study in college?*

*Courses taken and teacher (CGI students include electives):*

*CGI Committees, chairperson and teacher:*

*Elected or appointed CGI positions:*

*Community service events or projects and contact persons:*

*Extracurricular activities and positions held:*

*Other accomplishments and achievements:*

*What three words best describe you?*

(The common application recommendation form asks this question.)

- 1.
- 2.
- 3.

### **Additional Information Required:**

1. Paper or project done for recommending teacher accompanied by 1-2 paragraphs about what that work reveals about your academic work
2. One to two paragraphs about what you learned in the recommending teacher's class. Write about a specific moment that reveals your work as a student, as a thinker, as a seeker of knowledge. You need not have actively participated in the class or event in order to have learned something from it.
3. At least one paragraph for each of the above items (courses, committees, positions, and community service). This writing is in many ways the most important, as it will give the recommending teacher(s) specific information about how you have benefited from the Institute. The CGI teachers may confer about the information provided.
4. Optional. A paragraph written and submitted, with signature and date, from a peer. This person could be a committee chair, a co-committee worker, or a friend, but a peer who can attest to your commitment to CGI or school in general and its goal of developing a civically responsible attitude in you.
5. Attach a stamped envelope for each recommendation.
6. Say thank you. Recommendations are labors of love!