

**College of Architecture and Planning
Request for Recommendation Form**

Instructions:

- Provide this form to the individuals you are requesting a recommendation from.
- Please inform your reference of the application **due date** _____
- References should return this form to Liz Marsh in the CAP Student Advising Office.

Reference's name: _____

Applicant's name: _____

This student is applying for the _____ scholarship. The application, including this recommendation form, is due on _____ and he/she listed you as a reference on his/her scholarship application.

Please fill out the following Summary Evaluation for the above student with the understanding that this is a preliminary recommendation and you may be asked to write a letter in support of the above student at a later date.

Summary Evaluation

A. Scholarly or creative achievement:

0% 20% 40% 60% 80% 100%

| | | | | |

B. Promise or probability of success

0% 20% 40% 60% 80% 100%

| | | | | |

Additional comments (optional):

Reference's Signature

Date

Reference's Name (Please print)

Liz Marsh
College of Architecture and Planning
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