

# ACADEMIC REFERENCE

## TO THE APPLICANT

First-year students and transfer students currently attending another institution should fill in their name and address below and give this form to their counselor, teacher, professor, principal or school head. Make sure to give this form to your reference with plenty of advance notice and a stamped envelope addressed to:

**Mount Saint Mary's University**  
**Office of Admission**  
**12001 Chalon Road**  
**Los Angeles, California 90049**

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Number And Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## TO THE REFERENCE

We appreciate your cooperation in serving as a reference for this student. Your observations of this candidate for admission to Mount Saint Mary's University and perceptions about her/his abilities, motivation and potential will help the Admission Committee reach its decision. Your comments will only be read by the members of the Admission Committee and the admission staff, and will be destroyed before the student's permanent file is compiled. This reference must be in the student's file before we can make a decision and we thank you in advance for your timely return of this form.

How long and in what capacity have you known this applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If you have been her/his teacher, please list the courses you taught the applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, has the applicant ever been subject to any disciplinary action?  Yes  No  I don't know

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In relation to her/his classmates, please rate the applicant in the following categories:

	BELOW AVERAGE	AVERAGE	EXCELLENT	SUPERIOR	UNABLE TO ASSESS
Academic ability					
Academic motivation					
Study habits					
Leadership					
Concern for the community					
Personal character					

Are you familiar with the program and admission standards of our two campuses?  Yes  No

**FOR FIRST-YEAR APPLICANTS ONLY:**

Class Rank: \_\_\_\_\_ out of \_\_\_\_\_  We do not rank.

On the basis of your knowledge of the applicant, please indicate the strength of your recommendation:

- Enthusiastically recommend
- Recommend without reservations
- Recommend with reservations
- Do not recommend

The Admission Committee encourages your written observations and perceptions of your student. Please use the space below or attach a separate sheet to this form. You may also attach a letter of recommendation written previously for the applicant. Thank you for your help in this process.

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**Chalon Campus**  
 12001 Chalon Road  
 Los Angeles, CA 90049

**Doheny Campus**  
 10 Chester Place  
 Los Angeles, CA 90007

**www.msmu.edu**  
 admissions@msmu.edu  
 1.800.999.9893