

Letter of Recommendation

Thank you for offering to submit a Letter of Recommendation for this applicant to Summit University[®] Online. The applicant should have given you his/her full name and the email they will use for their online course work. If you have not received this, please request this from the applicant before filling out this form. Please complete the form as soon as possible and email or mail it to the address below so that it is received when the application is submitted. We will not process the application until we receive your letter. Please print legibly and fill in each blank. The information provided on this form is confidential; please do not share your responses with the applicant.

Applicant Information

Name of person you are recommending to Summit University[®] Online

Email address of person you are recommending

Your Information

Name & Title

Email address

Phone number

Institution/Organization / Company in which you have known the applicant

Mailing Address

City

State/Country

Zip/Postal Code

How long have you known the applicant?

In what capacity have you known the applicant?

How would you rate the applicant's performance in this capacity?

☐ Poor ☐ Fair ☐ Average ☐ Excellent ☐ Outstanding

Please rate the applicant on each of the characteristics below using the following scale:

0 = Unable to Judge 1 = Poor 2 = Fair 3 = Average 4 = Excellent 5 = Outstanding

_____ Academic ability

_____ Problem-solving ability

_____ Dependability/responsibility

_____ Spoken English language skills

_____ Motivation

_____ Written English language skills

_____ Maturity

_____ Ability to work independently

_____ Emotional balance

_____ Time-management skills

All course instruction will be given in English. Please describe any concerns about the candidate's English language skills.

Please provide your comments or recommendations regarding the applicant, including specific strengths and weaknesses.

I certify that the above information is accurate to the best of my knowledge.

Signature

Date (mm/dd/yyyy)