

REQUEST FOR LETTER OF RECOMMENDATION FOR COLLEGE ADMISSION (from your Academic Advisor)

We want to do the best we can to assist you in getting into the college/university of your choice. Please follow the steps listed below. Be sure to complete each portion completely and accurately. Most importantly, submit your packet to your advisor ON TIME.

- | | | √ when completed |
|------------------|--|--------------------------|
| STEP I | Complete the <i>College Application Deadline List</i> for the Colleges/Universities to which you are applying | <input type="checkbox"/> |
| STEP II | Complete the <i>Student Self-Evaluation form</i>
(We encourage you to also submit a copy of your resume) | <input type="checkbox"/> |
| STEP III | Parent(s) also answer questions 4,5,6 (<i>Student Self-Evaluation form</i>) | <input type="checkbox"/> |
| STEP IV | Complete <u><i>Applicant portion only</i></u> of the *<i>Secondary School Report</i>
(also known as counselor recommendation form) and sign it
*The <i>Secondary School Report</i> form is located
<u>within the application from each college/university</u> | <input type="checkbox"/> |
| STEP V | Order ALL OFFICIAL TRANSCRIPTS online through Docufide
For <u>each</u> college/university to which you are applying. \$10.00/transcript
Go to www.alisoniquel.com Click on Transcript request. Register with Docufide, then order transcripts. Transcripts will be sent electronically to most schools or by mail to those colleges who do not accept electronic transcripts. Some schools will require you to send a transcript directly from the school site (ie Cornell). You are responsible for requesting the correct transcript format. | <input type="checkbox"/> |
| | For non-electronic official transcripts:
(for scholarships, some colleges, personal copies)
Pick up <i>Transcript Request Form</i> from Mrs. Lotterer in Guidance
Turn in the completed form to Mrs. Lotterer. There is a \$10.00 fee for each non-electronic transcript, payable when you turn in your order. | |
| STEP VI | Release any and all SAT I, SAT II, ACT and AP test scores ASAP
Contact the College Board to release scores
SAT (800)SAT-SCOR
ACT www.act.org | <input type="checkbox"/> |
| STEP VII | Address an envelope to EACH college/university
Be sure to check the application instructions to determine what size envelope to use. Place the correct amount of postage (stamps) on each envelope
<u>LEAVE THE RETURN ADDRESS BLANK</u> | <input type="checkbox"/> |
| STEP VIII | Submit ALL completed materials to your Academic Advisor by the appropriate due date | <input type="checkbox"/> |

ALISO NIGUEL HIGH SCHOOL College Application Deadline List

It is IMPORTANT that this form be filled out accurately and completely to aid your advisor in preparing the recommendation for your use in applications for college.

NOTE:

Check for EARLY application deadlines if you are applying for Financial aid and/or scholarships

College Application Due Date	Turn in completed packets to Academic Advisor by:*	College or University
November 1, 2007	Friday, October 5, 2007	
		1.
		2.
		3.
		4.
December 1, 2007	Thursday, November 1, 2007	
		1.
		2.
		3.
		4.
January 1, 2008 or later	Friday, November 16, 2007	
		1.
		2.
		3.
		4.

List four teachers who know you well. Please give each teacher a copy of your resume and tell them to expect an email from your advisor for more information.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

***Please note: Deadlines are firm. Incomplete packets will not be accepted.**

Student Self Evaluation

(Be honest and FAIR to yourself!) Place an X in the appropriate box.

	Below Average	Average	Good (Above Average)	Very Good (Well Above Average)	Excellent (Top 10%)	Top 1%
Initiative/motivation						
Intellectual curiosity						
Creativity						
Energy						
Self-confidence						
Leadership/influence						
Responsibility						
Integrity						
Concern for others						
Respect for differences						
Warmth of personality						
Sense of humor						
Emotional maturity						
Reaction to setbacks						
Respect accorded by faculty						
Respect accorded by peers						

On other paper, answer the questions listed below. Please print or type and number your answers.

1. List five adjectives that best describe you. Give a specific example of each adjective.
2. Choose one of your experiences from your volunteer, work or extracurricular activities and explain how it changed you as a person.
3. What are your personal, career and academic goals? Why? If you have several areas of interest, rather than a specific career goal, list those areas of interest and explain them. Give an example of how you have pursued those goals while in high school.
4. If there is something special or unique about you which you would like to have mentioned in the letter, please explain (i.e. special talents, extenuating circumstances, evidence of creativity or originality).
5. What are your strengths? Give examples that illustrate these strengths. What is your biggest area of weakness? Why?
Give at least one example of how you have worked to improve upon your weaknesses.
6. Give examples to describe your: Capacity for intellectual growth, academic potential, curiosity to learn, initiative, self-motivation, responsibility level, leadership potential, originality, creativity and special talents.
7. At present, do you have a particular "philosophy of life"?
8. How do you envision your personal and academic growth while you are in college? (How do you expect to change and why--then give examples.)
9. Have your parents also answer questions #4, #5 and #6.