

**To student:** In addition to this student appraisal form, please also include personal essays, resume, transcript.

Updated: 9/2013. Have an electronic and written copy. ☺ Download this form at: <http://galileoweb.org/college/letter/>

**Student Appraisal: AACE TS Educational Services- College Room at Galileo, Bai Zhen, [zhenb@galileoweb.org](mailto:zhenb@galileoweb.org), 415-749-3430**

**Guidelines for Requesting a Recommendation Letter:**

1. Please give your recommender at least 4-weeks advance notice to the due date of the Private College, Program or Scholarship.
2. Choose a recommender that knows you really well. For private colleges, you typically ask for 2 teachers and 1 counselor.
3. Provide your recommender a copy of your appraisal form, transcript, resume, and any relevant materials.
4. Make sure that you talk to your recommender about additional information you want him/her to add to the letter.
5. Make sure you follow through to make sure the application was sent and received by the recipient.
6. Make sure you ask more than one person for a recommendation letter, just in case one recommender is unable to give you a letter on-time; you have a back-up. For Private colleges, you need to invite your teachers/counselor before they can start.
7. Make sure to thank your recommender with a card/email for writing your letter of recommendation shortly after it has been sent.

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Letter of Recommendation for:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_

Who else are you asking for letter of recommendation(s): \_\_\_\_\_

Why are you a good candidate for this Program, Private College or Scholarship: \_\_\_\_\_

\_\_\_\_\_

Colleges you applying to/have applied to or interested in applying to:

\_\_\_\_\_

Intended Major(s): \_\_\_\_\_ UC A-G GPA (Weighted): \_\_\_\_\_ SAT/ACT/AP Scores: \_\_\_\_\_

What are 5-10 adjectives you would use to describe yourself?

\_\_\_\_\_

What are your strengths? Please list, describe:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please elaborate on two of the above strengths, give me an example & more details:

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

What are your weaknesses? Please list, describe:

\_\_\_\_\_

**Family Background:**

1. How many members in your family? \_\_\_\_\_ Estimated Family Income (2012) \_\_\_\_\_

2. Are your parents immigrants to this country? Y / N (Circle One) Do you have free lunch ? Y/N (Circle One)

a. If Yes, from where? \_\_\_\_\_ b. When did they immigrate? \_\_\_\_\_

What is your father's current job: \_\_\_\_\_ mother's job: \_\_\_\_\_

What is your father's highest level of education: \_\_\_\_\_ mother's highest level of education: \_\_\_\_\_

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3. What neighborhood do you live? Please describe your neighborhood/community? What challenges do you face?

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4. How do you give back to your neighborhood/community?

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5. What challenges do you face? Please include particularities of your family situation or responsibilities, after-school obligations, sibling childcare, challenges/obstacles you have faced, either positive or negative. Please be specific.

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**Personal Background:**

1. Are you an immigrant? Y / N (Circle One) If yes, how long have you been in the U.S. and from where? \_\_\_\_\_

2. Are you the first generation from your family going to college? Y / N (Circle One)

3. What's your career goal? Why? \_\_\_\_\_

4. Have you/Will you apply for financial aid? Y / N (Circle One) If yes, what date did you complete FAFSA: \_\_\_\_\_

5. Please list any extra-curricular activities/community service/programs/honors/awards/sports/jobs: *Attach a resume if you need more space.*

a. \_\_\_\_\_ Years Involved: \_\_\_\_\_ Hrs/Week \_\_\_\_\_ # of weeks/Year \_\_\_\_\_

b. \_\_\_\_\_ Years Involved: \_\_\_\_\_ Hrs/Week \_\_\_\_\_ # of weeks/Year \_\_\_\_\_

c. \_\_\_\_\_ Years Involved: \_\_\_\_\_ Hrs/Week \_\_\_\_\_ # of weeks/ Year \_\_\_\_\_

d. \_\_\_\_\_ Years Involved: \_\_\_\_\_ Hrs/Week \_\_\_\_\_ # of weeks/ Year \_\_\_\_\_

e. \_\_\_\_\_ Years Involved: \_\_\_\_\_ Hrs/Week \_\_\_\_\_ # of weeks/ Year \_\_\_\_\_

Please elaborate on the above activities, indicate any leadership positions. Tell me your proudest moment from your most significant activity:

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Are there any factors that might interfere with your academic integration in college? (Example: money, first-gen, etc.)

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Describe your approach to learning? Example: How do you study? How involved are you in class?

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What are some of your hobbies and interests? (Both academic and otherwise)

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Please use this space to tell me anything else about yourself. For example: any obstacles you have overcome, level of maturity, integrity, persistence, and ability to succeed and thrive at the college level:

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Lastly, what are three things you would like me to emphasize in your letter of recommendation? Why?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_