

## Teacher Recommendation Form 2008

**For freshman applicants\*:**

1. Please use this form when requesting the required teacher recommendation. If you wish to submit additional (optional) recommendations, use copies of this form.
  2. Complete the four lines in Section I below.
  3. Give this form and a stamped, addressed envelope to a teacher who has taught you an academic subject. The teacher should complete Sections II and III below.
  4. Please request that your teacher recommendation be mailed to us no later than November 1, 2007 or December 1, 2007, if you are an Early Decision candidate or January 1, 2008 if you are a Regular Decision candidate.
  5. The stamped envelope should be addressed to: **Carnegie Mellon University, Office of Admission, 5000 Forbes Avenue, Pittsburgh, PA 15213-3890**
- \* Do not submit this form if you have already submitted the Common Application Teacher Recommendation Form.

**For transfer applicants:**

1. This recommendation is strongly encouraged. Follow the guidelines above if you choose to submit a faculty recommendation.

**Please type or print neatly in ink.**

**Section I To be Completed by Applicant**

Student name \_\_\_\_\_  
last first middle

Social security number \_\_\_\_\_

Mailing address \_\_\_\_\_  
number and street city state zip code

High school name \_\_\_\_\_

**Section II To be Completed by Teacher or Faculty Member**

The Office of Admission finds teacher recommendations useful in the final evaluation of an applicant. We appreciate any comments or insight that you can provide regarding the academic potential and character of this student. After completing this form, please send it to the Office of Admission in the stamped, addressed envelope provided for you by the student.

Recommendations provided on behalf of this applicant will become part of his/her educational record should this applicant enroll. If this applicant does not waive the right to access/review his/her educational record, the recommendation you provide will be accessible. Do you request the removal of this teacher recommendation at the conclusion of the admission process? ☐ yes ☐ no

Teacher's name \_\_\_\_\_  
last first middle

Email address \_\_\_\_\_

School \_\_\_\_\_ CEEB # \_\_\_\_\_ Position \_\_\_\_\_

Class(es) taught \_\_\_\_\_

School address \_\_\_\_\_  
number and street city state zip code

Signature \_\_\_\_\_ Date \_\_\_\_\_

Considering the level of difficulty of the student's program, how would you describe the level of difficulty of this course?

☐ Below average ☐ Average ☐ Above average ☐ Rigorous ☐ Most rigorous available

Length of time acquainted with the applicant \_\_\_\_\_

**Section III Overall Recommendation**

Compared to other students in his or her entire secondary school class, how do you rate this student in terms of:

No basis		Unable to recommend	Average	Good (above average) (top 50%)	Very good (well above average) (top 20%)	Excellent (top 10%)	One of the top few encountered in my career (top 1%)
	Academic Achievement						
	Extracurricular Accomplishments						
	Personal Qualities and Character						
	Creativity						

I recommend this student: ☐ With reservation ☐ Fairly strongly ☐ Strongly ☐ Enthusiastically

**Section IV To be Completed by Teacher or Faculty Member**

Please record your comments on the back or attach them to this form. We are particularly interested in comments regarding the student's academic performance and/or active involvement in the school or community. Feel free to use specific examples to illustrate the student's capacity for creative thinking, independent work, written expression of ideas, contributions to class discussions, self-discipline and potential to succeed in a competitive academic environment.