

Applicant Personal Evaluation Form 2008

Instructions: Students should complete Section I and submit the form to their secondary school counselor. Counselors should complete Sections II and III and forward the report form along with the admission application, transcript and school profile in the envelope provided by January 1, 2008. Do not submit this form if you have already submitted the Common Application School Report.

Note: Transfer Applicants complete Section I and IV.

Section I To be Completed by Student

Student name _____ Social security number _____
last first middle

Mailing Address _____ Date of birth _____
number and street

_____ Phone () _____
city state zip code

School _____ School CEEB # _____

Address _____
number and street city state zip code

Phone () _____ Fax () _____

School Web address (if applicable) _____

Counselor's name _____ Title _____

I am applying for: ☐ Early Admission ☐ Early Decision I ☐ Early Decision II ☐ Regular Decision ☐ Spring Transfer ☐ Fall Transfer

Current year courses:

First semester:

Second semester:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Family Educational Rights and Privacy Act

Under the provisions of this act, you have the right, if you enroll at Carnegie Mellon, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate whether or not you wish to waive this right by checking the appropriate box below.

I recognize the confidential nature of this document and I do ☐ do not ☐ waive my right to access.

Applicant's signature _____ Date _____

Section II To be Completed by Secondary School Counselor

Student's GPA _____ ☐ Weighted ☐ Unweighted Student's highest possible GPA _____

Grading scale: ☐ 4.0 ☐ 100 ☐ Other _____ Passing grade is _____

GPA includes (check all that apply): ☐ 9th grade ☐ 10th grade ☐ 11th grade ☐ 12th grade

Student ranks _____ in class of _____ as of: ☐ 9th grade ☐ 10th grade ☐ 11th grade ☐ 12th grade ☐ We do not rank

Percentage of class attending: Four-year _____ Two-year _____ institutions.

The student's course selection is: ☐ Most demanding in all areas ☐ Most demanding in some areas ☐ General college preparatory ☐ Other, please specify _____

Is the student enrolled in a magnet program? ☐ yes ☐ no

Please list the highest scores you have on record (if they are not listed on the transcript).

SAT Reasoning Test date(s) taken _____ Critical Reading _____ Math _____ Writing _____

ACT date(s) taken _____ E _____ M _____ R _____ S _____

Wr _____ Composite _____

SAT Subject Tests

Subject _____ date taken _____ score _____

Subject _____ date taken _____ score _____

Subject _____ date taken _____ score _____

Subject _____ date taken _____ score _____

Subject _____ date taken _____ score _____

Subject _____ date taken _____ score _____

TOEFL date taken _____ score _____ **IELTS** date taken _____ score _____

Section III To be Completed by Secondary School Counselor

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 the counselor recommendation at the conclusion of the admission process?

☐ Yes ☐ No

Please comment on the following items, which reference the student's ability and character. Attach additional pages if more space is needed.
(A recommendation letter may replace Section III.)

Academic ability: _____

Personal character: _____

How long have you known the applicant, and in what context? _____

What are the first words that come to your mind to describe the applicant? _____

Ratings (optional):

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

Is the academic record of this student an accurate indication of the student's ability? ☐ Yes ☐ No

If not, please describe the circumstances. Also describe any special factors that should be considered in interpreting the applicant's record, such as unusual home condition, illness or long hours of employment.

1. Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal or expulsion from your institution? ☐ Yes ☐ No

2. To your knowledge, has the applicant ever been convicted of a misdemeanor, felony or other crime? ☐ Yes ☐ No

If you answered yes to either or both questions please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

☐ Check here if you would prefer to discuss this over the phone with an admission counselor.

Counselor's name _____ Phone _____

High School CEEB # _____ Email address _____
Please make address legible

Counselor's signature _____ Date _____

Section IV Required for Transfer Applicants Only — To be Completed by Dean/Advisor

The following information must be provided before we can take final action on the student's application.

1. Indicate below the student's status at your institution:

☐ Currently enrolled, in good standing and entitled to honorable withdrawal if the student transfers at this time

☐ Currently enrolled, on probation and entitled to honorable withdrawal should he/she attain a scholarship average of _____ during the current term

☐ Currently enrolled but ineligible to continue at the completion of this term

☐ Withdrew on probation or in failing status on _____
date

☐ Withdrew in good academic standing on _____ Eligible to return? ☐ Yes ☐ No If no, please explain.
date

☐ Graduated on _____ Degree awarded _____
date

☐ Dismissed or ☐ Suspended on _____
date

If the student has been dismissed or suspended:

Is the dismissal permanent? ☐ Yes ☐ No

When may he/she petition for reinstatement? _____
date

What conditions must this student satisfy during suspension to be reinstated?

2. Are you aware of any particular reasons for the student's transfer? Please explain.

3. Has this student ever been under college censure for improper attitude or conduct? If so, please describe the nature of the offense.

Dean's name

Phone

Dean's signature

Email

Date

Section V Overall Recommendation

Compared to other students in his or her college 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 VI For International Students (To be Completed by School Counselor if Applicable)

Please list your official "O, Standard X," or equivalent level results below: Date(s) taken

Exam

Result

Exam

Result

Please list your expected/official "A, Standard XII," or equivalent level results below: Date(s) taken

Exam

Result

Exam

Result