

Letter of Recommendation Form

Part 1:

TO THE APPLICANT: Please fill out Part 1 of this Form and submit it to your recommender. Recommendation Forms should be filled out by a professor or supervisor under whom you have worked or studied, who is able to evaluate and comment upon your qualities and abilities.

Legal Name / Last *First* *Middle Initial*

Address *City* *State* *Zip* *Country (if other than U.S.)*

Email address *Phone Number*

Program (circle one): *B.Arch* *M.Arch 1* *M.Arch 2* *Exchange/Visiting Student* *SCIFI* *MediaSCAPES* *Making+Meaning*

Applicant's Statement: I understand that this recommendation letter will be received and confidentially maintained by the Admissions Office of the Southern California Institute of Architecture. It will be used for no other purpose than admissions consideration. I hereby expressly waive any and all rights I might have of access to this evaluation under the Family Education Rights and Privacy Act of 1974. I understand that the rights I am waiving include, but are not limited to, the right to review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

___ I agree to waive access to this statement from _____
(Name of Recommender)

___ I do not wish to waive access to this statement from _____
(Name of Recommender)

Signature of Applicant _____ Date: _____

Please submit this form (with the above portion completed) to your recommender.

Part 2:

TO THE RECOMMENDER: The person named above is applying to the Southern California Institute of Architecture, and is requesting a recommendation from you. Please submit your responses to the questions listed below regarding this applicant's strengths and abilities, and attach your letter of recommendation to this completed document. Your participation in the application process is greatly appreciated

A. Please rank the applicant on the following characteristics/abilities:

Rank (percentage of class, if applicable)	Poor (below 40%)	Average (30-40%)	Good (20-30%)	Very Good (10-20%)	Outstanding (top 10%)	Best (Top 1%)
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills - Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills - Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Professional/Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential as a professional in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(continued on page 2)

B. Please review the questions posed below and include these answers in your letter. The letter should be printed on official school or organization letterhead and sent along with this completed form.

In what capacity, and for how long have you known this applicant?

What are the applicant's principal strengths as they might apply to the study of architecture?

What are the applicant's principal challenges?

Recommender Information:				
<i>Name</i>		<i>Title</i>		
<i>Organization</i>				
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country (if other than U.S.)</i>
<i>Email address</i>		<i>Phone Number</i>		
<i>Signature</i>		<i>Date</i>		

Questions? Please call **213.356.5320** or email admissions@sciarc.edu.

Please mail the completed form with your letter attached to:

**Southern
California
Institute
of
Architecture**

**Admissions Office
SCI-Arc
960 East 3rd Street
Los Angeles, CA 90013**

**Admissions Office: 213.356.5320
Fax: 213.613.2260
www.sciarc.edu**