



COLUMBIA COLLEGE

TRANSFER RECOMMENDATION FORM

CONFIDENTIAL EVALUATION

To the Applicant: This form is required for transfer admissions. After you have completed Section I, give this form to your college professor, college official, or employer to complete. This person **must not** be related to you. The information provided will be considered confidential and will become the property of Columbia College.

Section I *(to be completed by the student)*

I am applying for transfer admission beginning 20____: Fall (August) Spring (January)

Full Name _____
LAST FIRST MIDDLE/ MAIDEN

Mailing Address _____
STREET

_____ Phone () _____
CITY STATE ZIP

Social Security Number _____

Section II *(to be completed by college professor, college official, or employer)*

To the Evaluator: We value your comments highly and ask that you complete section II openly and honestly. After filling out the blanks below, use the back of this form to describe the applicant. It is essential that this report be filed as soon as possible due to application deadlines. **Please return this form to the Office of Admissions, Columbia College, 1301 Columbia College Drive, Columbia, SC 29203**

Name _____

What is your relationship to the applicant? (professor, employer, colleague, etc.)

How long have you known the applicant? _____

EVALUATION

Please rate the applicant on the following traits:

| | Excellent | Good | Average | Poor | No Basis |
|------------------------------------|-----------|------|---------|------|----------|
| Creative, Original Thought | | | | | |
| Motivation/ Initiative | | | | | |
| Intellectual ability | | | | | |
| Cooperation | | | | | |
| Written expression of ideas | | | | | |
| Leadership | | | | | |
| Dependability | | | | | |
| Potential for growth | | | | | |
| Maturity/ Self confidence | | | | | |
| Personal Integrity | | | | | |

The Admissions Committee is particularly interested in evidence that you can provide about the candidate's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, and enthusiasm. We welcome information that will help us differentiate this student from others.

Comments:

Recommend with highest confidence Recommend Do not Recommend

Signature _____ Date _____

Name (please print) _____ Title _____

Address _____

Phone number () _____