

Recommendation Form

At least one letter of recommendation is required to complete your admission file. Your instructor, counselor, advisor, or other individual may submit a separate letter or he/she may use this form. The College welcomes either format and gives equal consideration to both. Columbia College Chicago does not save recommendations post-matriculation and, therefore, will not be able to provide you access to this document after it has been submitted for consideration. If the recommender chooses to share it with you they may do so solely at his/her discretion.

PLEASE PRINT CLEARLY IN DARK INK

To the Student:

Please complete the top section of this form and give it to the person who will write your recommendation.

STUDENT'S FULL NAME: _____

STUDENT'S ADDRESS: _____

CITY, STATE, ZIP: _____

SCHOOL NAME: _____

SCHOOL CITY AND STATE: _____

STUDENT DATE OF BIRTH: _____

INTENDED PROGRAM OF STUDY AT COLUMBIA COLLEGE CHICAGO: _____

To the Recommender:

The above named student is applying for admission to Columbia College Chicago, a private, independent, non-profit, arts, media, and communications college located in downtown Chicago. Your candid assessment of this student's potential to be successful in an educational community of creative thinkers and doers will assist the Admissions Committee in evaluating this student's application. You may respond 'n/a' to any question you do not have sufficient information to provide. IF YOU PREFER TO SUBMIT AN EXISTING LETTER OF RECOMMENDATION THAT YOU HAVE ALREADY PREPARED FOR THIS STUDENT, PLEASE FILL OUT ONLY SECTION I, AND ATTACH YOUR LETTER TO THIS FORM.

SECTION I

RECOMMENDER'S FULL NAME: _____

RECOMMENDER'S TITLE: _____

MAY WE CONTACT YOU FOR ADDITIONAL CLARIFICATION? ☐ YES ☐ NO

RECOMMENDER'S PHONE NUMBER: _____

RECOMMENDER'S EMAIL ADDRESS: _____

HOW LONG HAVE YOU KNOWN THE STUDENT? _____

IN WHAT CAPACITY HAVE YOU KNOWN THE STUDENT? TEACHER / INSTRUCTOR (list subject) _____

GUIDANCE COUNSELOR / ACADEMIC ADVISOR

OTHER _____

(please describe your relationship to the applicant)

For your convenience, there are several ways to submit your recommendation to Columbia:

Mail: Office of Undergraduate Admissions
600 South Michigan Ave.
Chicago, IL 60605-1996

Fax: 312.369.8024 **Email:** admissions@colum.edu

SECTION II

1. Please help us get to know the applicant a little better by describing him/her as a learner. For example, does he/she do best working/learning independently or in groups? Is he/she a leader or a ‘quiet contributor’? How does he/she respond to challenges, multiple deadlines, and/or unfamiliar material? What do you believe to be his/her academic or professional strengths? Are there any specific examples you can share?

2. Columbia College Chicago welcomes applications from students at all levels of experience or ability in their chosen area of study. Please comment on the applicant’s particular strengths (or on his/her potential and demonstrated interest) in his/her intended field of study. In particular, has your student demonstrated special talent, insight, innovative thinking, focus, and/or commitment to his/her intended college major? Has the applicant received any awards or special recognition related to his/her intended college major? Are there any specific examples that would help the Admissions Committee better understand the applicant’s creative strengths, innovative thinking, or potential?

3. To your knowledge, does this student's cumulative grade point average accurately reflect his/her abilities? Please provide any related information you think would help the committee better understand the applicant's academic record.

4. Are there any additional observations you would like to share with the Admissions Committee regarding the applicant's enrollment at Columbia College Chicago or his/her ability to succeed in an educational community that values creative expression, self-motivation, and intellectual curiosity?

This form is only used to assist the Admissions Committee's evaluation of the applicant's potential to be successful at Columbia College Chicago. We do not share your assessment with the applicant (though you are free to do so if you choose), and your assessment does not become part of the applicant's academic record at Columbia College Chicago.

SECTION III

Recommender's Signature _____ Date _____