

Recommendation Form

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

