

Admissions Reference Form

Name of Student: _____ **Degree & Major:** ASc /BSc _____

Name of Referee: _____ **Relationship:** _____ **Time Known:** _____

Employer: _____ **Occupation:** _____ **Tel Contact:** _____

This Personal Reference form is to be completed by a community leader who has personally known the applicant for a minimum period of three (3) years. Examples of a community leader include: priest/pastor, teacher, headmaster, employer, nurse/physician, government official, or other persons holding a position of responsibility within the community. Applicants are not to use family members or friends for the purpose of this reference. Please note that all referees will be contacted via their professional/official office for verification. An official telephone number is required for all referees.

Signature of Referee X _____ **Date:** _____

INSTRUCTIONS: Answer all questions. We require you to provide an assessment of the applicant and their overall suitability to pursue college level studies. Please consider the applicant's professionalism, academic merit and deportment in your evaluation. Do not skip any rating.

5 = Excellent / Superior 4 = Very Good 3 = Good 2 = Satisfactory 1 = Poor N/A = Not applicable

Academic Ability, Education & Personal Qualities

Here at Southern College it is important for us to evaluate applicants beyond what we can see from their application form. We want to know more about the applicant's personal habits, characteristics and values. It is important that we get an idea as to how our students view themselves, the world and education. We require our students to display a high level of discipline at all times. They must be prepared to meet demanding academic standards, deadlines and display other qualities, professionalism and values appropriate for the professions. They are seeking to obtain the qualifications needed for entrance and/or advancement in the professions. Accordingly, all applicants will be evaluated against their ability to meet the personal, academic, social and professional standards Southern College requires of its students. Your personal evaluation and recommendation of the applicant will be taken into consideration in this process. Please be honest. Thank you.

1. What is your overall impression of the applicant's academic ability?	5	4	3	2	1	N/A
2a). How do you rate the applicant's level of communication?	5	4	3	2	1	N/A
b) How do you rate the applicant's level of professionalism?	5	4	3	2	1	N/A
3. How would you rate the applicant's overall level of responsibility?	5	4	3	2	1	N/A
4. How well does the applicant follow instructions & directions?	5	4	3	2	1	N/A
5. How would you rate the applicant's leadership qualities?	5	4	3	2	1	N/A
6. What is the level of applicant's interpersonal skills?	5	4	3	2	1	N/A
7. How would you rate the applicant's approach to education?	5	4	3	2	1	N/A
8. How well does the applicant respond to constructive criticism?	5	4	3	2	1	N/A

Personal Appearance, Conduct, Communication & Professionalism

Here at Southern College we require students to be professional in appearance, conduct and the way they communicate at all times. This includes the way they dress, speak, and conduct themselves. We believe in transformative education and expect all students to be committed to the process of ongoing improvement. Students are expected to improve themselves as a whole person, to broaden their horizon, think critically, to be more responsible and to be open to positive criticism.

a. Does the applicant understand these requirements?	5	4	3	2	1	N/A
b. Is the applicant able to meet these requirements?	5	4	3	2	1	N/A
c. How do you rate the applicant on the above?	5	4	3	2	1	N/A
d. How do you rate their communication & speaking skills?	5	4	3	2	1	N/A
e. Are their skills appropriate for chosen degree/ profession?	5	4	3	2	1	N/A