EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
Confidential Letter of Recommendation for Undergraduate Admission

Instructions to the Applicant

Complete the top portion of this form and give it to the person providing your recommendation.

Applicant's Name _____
Last First Middle

Address _____ Phone_____
Street, City State, Zip

Academic Program _____
Major/Program Semester for which you are applying

Preferred Campus Location (Check only one) ☐ Prescott, AZ Campus ☐ Daytona Beach, FL Campus

I have submitted an application for undergraduate admission to Embry-Riddle Aeronautical University. I understand that this recommendation is confidential and will not be released to either myself or to a third party, and will be used only in the evaluation of my application.

Instructions to Recommender

This student is applying for admission to Embry-Riddle Aeronautical University. We are interested in your candid appraisal of his/her intellectual motivation and the scholarly quality of his/her work. Your evaluation is very important to us and will be an integral element in our decision process.

This form should be returned to the applicant's preferred campus location at one of the following addresses as soon as possible

Daytona Beach Admissions · Embry-Riddle Aeronautical University · P.O. Box 11767 · Daytona Beach, FL 32120-1767
Toll Free: 800-862-2416 · Fax: 386-226-7070 · E-mail: dbadmit@erau.edu

Prescott Admissions · Embry-Riddle Aeronautical University · 3700 Willow Creek Road · Prescott, AZ 86301-3720
Toll Free: 800-888-3728 · Fax: 928-777-6613 · E-mail: pradmit@erau.edu

Name _____

Title and Institutional Affiliation _____

Dates Taught _____ If you are a teacher, please indicate subject taught _____

Your Address _____

E-mail Address _____

Please comment on the quality and nature of the applicant's academic work.

How would you describe this student? Are there any personal strengths, weaknesses, or problems of which you feel we should be aware?

	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	One of the Top Few in My Career
Creative original thought						
Motivation						
Perseverance						
Independence initiative						
Intellectual ability						
Academic achievement						
Written expression of ideas						
Effective class discussion						
Disciplined work habits						
Potential for growth						
Summary Evaluation						

Additional Comments

Signature _____ Date _____

Confidentiality: This form will be retained in the student's file should the student matriculate. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files, which may include such forms as this. Embry-Riddle Aeronautical University does not provide access to admissions records to applicants, students who are denied admission or students who decline an offer of admission. The University's policies may be of assistance to you as you complete this form. Many thanks for your comments and assistance.