REFERENCE AND TRANSCRIPT REQUEST
applicant completes this section

(Please Print)

I, (full name) __________________________________________________________ hereby authorize the release of my academic and personal records by (name of school) ____________________________________________ for use as requested by Grace College and to respond candidly to the questions asked on this form.

Signature_________________________________________________________ Date ______________________

education information

(Please Print)

Your assistance in the completion of this student’s application file will allow us to serve his/her request for admission in a responsible and prompt manner. The student’s application will not be evaluated until we have received this reference. We thank you in advance for taking the time to complete this form (this information is treated confidentially and is employed in evaluating the applicant).

The OFFICIAL TRANSCRIPTS you send must contain the following information:

• Applicant’s full name
• Standardized test results
• Courses by year (including grades received)
• Name and address of your school
• Courses currently in progress (if applicant is enrolled)
• Signature of school official and date of signature

The student ranks (1 as top) ______ in a class of (total enrollment) ______ at the end of (number) _______ semesters

on a (check one) ☐ weighted ☐ non-weighted ranking system. His/her current grade point average is _______ based on a 4-point scale.

This student (check one) ☐ was graduated (date)________ ☐ will be graduated (date)________ ☐ withdrew (date)________

Our school is (check one) ☐ accredited ☐ regional accredited ☐ non-accredited

Our school is a (check one) ☐ public high school ☐ private high school ☐ Christian high school

Please rank the following characteristics to describe this student:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual curiosity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Motivation to study</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Self-discipline</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Emotional maturity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Leadership ability</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Character</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Energy level</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

What special strengths or qualities do you feel this student possesses?

Please list any areas where the applicant might need special attention:

I recommend this applicant (check one) ☐ enthusiastically ☐ strongly ☐ acceptably ☐ with reservations

Printed Name________________________________________________________ Title/Position____________________________

Signature_________________________________________________________ Date ______________________ Phone_________________________

☐ Check here if you prefer to discuss any of the above by telephone.

note: please mail this completed form and the student’s official high school transcripts directly to:

Grace College Admissions Office · 200 Seminary Drive · Winona Lake, Indiana 46590, U.S.A.
I, (full name) ____________________________________________________________ authorize the Registrar of
(name of school) __________________________________________________________ to release my official transcripts for use as requested
by Grace College and to respond candidly to the questions asked on this form.

I last attended during ____________________________________________ (term, quarter, semester) of _____________________ (year).

Signature____________________________________________________________________________________ Date ______________________

Note: The student's application will not be evaluated until we have received this reference.

Confidential Information

We value your comments and ask that you give a candid report so that fair consideration may be given to the
applicant (this information is treated confidentially and is employed in evaluating the applicant).

1. Regarding university citizenship, how strongly would you recommend this applicant:  
   ☐ Strongly ☐ Acceptable ☐ With Reservations

2. Has this student ever been under academic probation or social discipline while attending your institution? ☐ Yes ☐ No

   If yes, please give a brief explanation of the nature of the probation or offense:
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

3. Would this student be permitted to return to your institution in good standing at a later date? ☐ Yes ☐ No

   If no, please indicate reason:
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

4. Any further comments (use additional paper if necessary).
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

Signature ________________________________________________________ Position/Title ___________________________________________

Institution _______________________________________________________________ Date __________________________________________

Thank you for taking the time to complete this form.

note: please mail this completed form and the student's official high school transcripts directly to:

Grace College Admissions Office · 200 Seminary Drive · Winona Lake, Indiana 46590, U.S.A.
Telephone: 1-866-974-7223