



### TO THE APPLICANT

After completing all the relevant questions below, give this form to your guidance counselor or another school official who knows you better. **If applying via mail**, please also give that school official an addressed and stamped envelope. This form can be faxed to 617.373.8574, Att: Foundation Year; mailed to Northeastern University Foundation Year Program, 360 Huntington Avenue, 50 Nightingale Hall, Boston, MA 02115; or emailed to foundationyear@neu.edu.

Legal name	<i>Last/Family/Sur (Enter name <b>exactly</b> as it appears on official documents)</i>	<i>First/Given</i>	<i>Middle (Complete)</i>	<i>Jr., etc.</i>	Female Male
Birth date	<i>mm/dd/yyyy</i>	Social Security #		<i>(Optional)</i>	
Address	<i>Number &amp; Street</i>	Apartment #			
	<i>City/Town</i>	<i>State/Province</i>	<i>Country</i>	<i>Zip/Postal Code</i>	

**IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation.
2. You waive your right to access below, regardless of the institution to which it is sent:


Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.  
 No, I do *not* waive my right to access; and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

### TO THE GUIDANCE COUNSELOR

Foundation Year is an innovative first year college program for high school graduates and students holding GED completion certificates who live in Boston. There is more information available at [www.northeastern.edu/foundationyear](http://www.northeastern.edu/foundationyear).

Attach applicant's official transcript, including courses in progress, a school profile, and transcript legend. (Check transcript copies for readability.) Use both pages to complete your evaluation for this student. **Be sure to sign below.**

Counselor's name (Mr./Ms./Dr., etc.) *Please print or type*

Signature  Date *mm/dd/yyyy*

Title School

School Address *Number & Street* Apartment #

*City/Town* *State/Province* *Country* *Zip/Postal Code*

Counselor's phone ( ) Counselor's fax ( )  
*Area Code* *Number* *Extension* *Area Code* *Number*

Secondary school CEEB code Counselor's e-mail

**Background Information**

Attendance as of (Date that school completed attendance):

Present: Total Days Absent: Excused Absent: *mm/dd/yyyy* Tardy: *mm/dd/yyyy* Excused Tardy:

I will send the student's attendance record separately.

Class rank Class size Covering a period from *mm/dd/yyyy* to *mm/dd/yyyy*

The rank is weighted unweighted How many students share this rank?

We do not rank. Instead, please indicate quartile quintile decile

Cumulative GPA on a scale, covering a period from *mm/dd/yyyy* to *mm/dd/yyyy*

The GPA is weighted unweighted The school's passing mark is

Highest GPA in class Graduation Date *mm/dd/yyyy*

Percentage of graduating class immediately attending four-year two-year institutions

How long have you known this student and in what context?

Are classes taken on a block schedule?	Yes	No
Is the applicant an IB Diploma candidate?	Yes	No
If you offer AP courses, do you limit the number a student can take?	Yes	No
How many AP courses does your school offer (in total)?		
In comparison with other college preparatory students at your school, the applicant's course selection is,		
	most demanding	
	very demanding	
	demanding	
	average	
	below average	

What are the first words that come to your mind to describe this student?

**Ratings:** Compared to other students in his or her class year, how do you rate this student in terms of:

No basis	Below average	Average	Good (above average)	Very good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)

**Evaluation:** Please write whatever you think is important about this student, including a description of academic and personal characteristics. Please explain why you think this student is a good candidate for Foundation Year.

- Has the applicant ever been found responsible for a disciplinary violation at your school from grade 9 forward, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution?  
Yes No
- To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? Yes No  
If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances .

Check here if you would prefer to discuss this applicant over the phone.

I recommend this student : No basis With reservation Fairly strongly Strongly Enthusiastically