THE HONOR ΦΚΦ SOCIETY OF

PHI KAPPA PHI

LETTER OF RECOMMENDATION REQUEST FORM

Postmark Deadline: April 1, 2012

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Name of Applicant _____

Recommendation Requested of _____

☐ I hereby waive my rights of access to this confidential evaluation report, as provided in the Family Educational Rights and Privacy Act of 1974. *(optional)*

_____ _____

Applicant's Signature *Date*

PROVIDING A LETTER OF RECOMMENDATION

The individual named above has identified you as someone who knows and can evaluate his or her qualifications for a Phi Kappa Phi Study Abroad Grant.

I have known the applicant for a period of _____ years and/or _____ months.

I have served as the applicant's: ◯ teacher in one class ◯ teacher in several classes ◯ department chair ◯ academic advisor ◯ other (please explain):_____

Among approximately _____ undergraduate students I have known in this field over the past _____ year(s),

I would rank this applicant in the upper _____%.

In no more than 350 words, please indicate your impressions of the applicant's (1) academic ability and achievements and (2) character and personality attributes. Provide the **typed** letter of recommendation on your letterhead. Please complete this form and include it with your letter in a **sealed envelope**. Type the following in the mailing address section of the envelope:

Recommendation for [Name of Applicant]
The Honor Society of Phi Kappa Phi
2012-2013 Study Abroad Grant Competition

Return the sealed envelope containing your letter of recommendation and this form to the applicant or mail it directly to:

Study Abroad Grant
The Honor Society of Phi Kappa Phi
7576 Goodwood Blvd
Baton Rouge, LA 70806

Signed _____ Title _____ Date _____