



Letter of Recommendation

Financial Aid Office
21250 Stevens Creek
Cupertino, CA 95014
(408) 864-8718

Student's Name _____ SS# _____

The above named student is applying for one or more scholarships being advertised by the Financial Aid Office at De Anza College. A letter of recommendation is required as part of the application. You may either write your own letter or use this standardized form. This recommendation should be placed in a sealed envelope and given back to the student for inclusion in his/her scholarship packet.

ASSESSMENTS	OUTSTANDING (top 5%)	EXCELLENT	ABOVE AVERAGE	AVERAGE	NOT FAMILIAR WITH SITUATION
Academic Ability					
Initiative/Self Motivation					
Potential for growth in major field					
Reliability/Attendance					
Interpersonal Skills					

WHAT OTHER QUALITIES COME TO MIND TO DESCRIBE THIS APPLICANT?

Name/Title _____

Signature _____ Date _____

Relationship to student _____

Phone () _____

Thank you for taking the time to recommend this student. Your words are valuable to the scholarship process and the students receiving your praise.

REMINDER: Please return to student in a sealed envelope. THANKS!