



# Admission Application

## Reference Forms

### English Teacher or Tutor Reference Form

To be completed by the student's current English teacher or tutor.

**Student**—Give your teacher this form, along with an e-mail address to send it to or a preaddressed stamped envelope.

**Teacher/Tutor**—The above-named student is applying for admission to a school in another country. The purpose of this form is to help us evaluate this student's reading, writing, and verbal English-language skills. It is crucial that your evaluation be as accurate as possible. Rating a student better than his or her actual ability may result in serious problems for the student and the school. Please fill out the form below accurately and honestly and return the form in the preaddressed, stamped envelope or to the e-mail address provided.

English Teacher's Name \_\_\_\_\_ How long have you known the student? \_\_\_\_\_

**Reading:** When asked to read aloud in English from a book, magazine, or newspaper, the student is (select one only):

- ① **Poor**—Able to read and understand only the simplest words and explain little or none of the meaning.
- ② **Fair**—Able to read some of the vocabulary and explain parts of the basic idea.
- ③ **Good**—Able to read most of the vocabulary and explain the basic idea.
- ④ **Very Good**—Able to read well except for very difficult terms and explain most of the ideas.
- ⑤ **Excellent**—Able to read with few errors and easily explain the text's meaning.

Additional comments:

**Writing:** When asked to write a short essay in English, the student (select one only):

- ① **Poor**—Uses limited vocabulary; is difficult to understand.
- ② **Fair**—Writes only simple sentences using elementary vocabulary. Grammar is extremely irregular, but understandable.
- ③ **Good**—Uses irregular grammar but uses a fair vocabulary in lengthy sentences.
- ④ **Very Good**—Uses some irregular grammar but writes well, showing good use of English vocabulary.
- ⑤ **Excellent**—Writes fluently, using lengthy sentences, abstract terms, and excellent English vocabulary and sentence structure.

Additional comments:

**Verbal:** Estimate the student's ability to understand and speak English. (Select one only.)

- ① **Poor**—Student knows a few phrases but cannot understand basic English.
- ② **Fair**—Student's speaking ability is limited to a few basic words or phrases. Comprehension is limited.  
Student gets frustrated and easily reverts to his or her native language.
- ③ **Good**—Student can understand some conversation and responds haltingly but does not ask questions.
- ④ **Very Good**—Student can understand most conversation and responds slowly at times but with appropriate answers.  
Student is inquisitive and is able to pose necessary questions correctly.
- ⑤ **Excellent**—Student is nearly fluent and can understand and respond to difficult questions, including abstract terms.  
Student will have no problem communicating.

Additional comments:



**Applicant's Name** \_\_\_\_\_

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## English Teacher Reference Form (continued)

**Social Skills:** Please rate the student on the following. Select one number per category.

	Poor	Fair	Good	Very Good	Excellent
Ability to express himself or herself	①	②	③	④	⑤
Emotional stability and maturity	①	②	③	④	⑤
Self-reliance and independence	①	②	③	④	⑤
Effectiveness with people	①	②	③	④	⑤
General knowledge	①	②	③	④	⑤
Impression he/she will make abroad	①	②	③	④	⑤

Additional comments:

Based on your answers above (check one only):

- I recommend without reservation that the above-named student be accepted by the school.
- I recommend with some reservation that the above-named student be accepted by the school.  
Please explain.

- I recommend that the above-named student NOT be accepted by the school.

**English Teacher's Name** (please print) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

School/Institution \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_