



The Middle College at UNCG
429 HHP Building
1408 Walker Avenue
Greensboro, NC 27412
Phone: (336) 334-3662
Fax: (336) 334-5503

Request for Counselor Statement/Recommendation

If a student's college application includes a counselor's statement that needs to be completed, the student should do the following:

1. Complete the Counselor's Statement Request Form.
2. Make certain that all sections of the form are completed with correct identifying information as well as the names of schools, agencies or organizations you wish to receive a counselor statement.
3. Attach the Counselor's Statement page to the Counselor Statement Request form. Students should make sure to complete the Student Section of the Counselor Statement Request form.
4. Attach a copy of your resume.
5. Submit all forms to the Counselor's Office.
6. Allow 5 school days to be processed.
7. Pick up completed form from the Counseling/Main office.
8. You will be responsible for mailing the completed form before the deadline.

Please Print:

Today's Date: _____

Student's Name _____
Last First MI

Student's School ID: _____ Date of Birth: _____ Grade: _____

Address: _____

Home Phone number _____ Cell _____ Email _____

I'm requesting a Counselor Statement/Recommendation for the following college/university/organization:

Name of College/University/ Organization

Application Due:

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY Date request Rec'd: _____ Date Transcript Mailed: _____ Sent By: _____