

# INTERNAL TRANSFER RECOMMENDATION

**Applicant:** Please complete this section and give the form directly to your faculty recommender.

**NAME:** \_\_\_\_\_ **CUID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Sign your name next to the statement that applies.

\_\_\_\_\_ *I waive my rights of access to this recommendation.*

\_\_\_\_\_ *I do not waive my rights of access to this recommendation and wish to view it upon request.*

\*\*\*\*\*

### Faculty Recommender:

**Thank you for completing the questions below. This form is due no later than the last day of classes. Please give the completed form to the applicant in a sealed envelope or send it via campus mail to:**

**Monica McFall, Internal Transfer Assistant  
Office of Undergraduate Admissions and Advising  
College of Arts & Sciences  
KG17 Klarman Hall**

**You may also scan the completed form and send to [mm894@cornell.edu](mailto:mm894@cornell.edu)**

1. Briefly explain your relationship with the above named applicant. How long have you known him/her?

\_\_\_\_\_  
\_\_\_\_\_

2. Describe your experience with this student. Was he/she engaged in your coursework? Were assignments on time? Did he/she produce high-quality work?

\_\_\_\_\_  
\_\_\_\_\_

3. Is there any additional information that you would like to share about this student?

\_\_\_\_\_  
\_\_\_\_\_

4. Please check one:

\_\_\_\_\_ I recommend this student for transfer into A&S most enthusiastically and without reservations.

\_\_\_\_\_ I recommend this student for transfer into A&S.

\_\_\_\_\_ This student will need extra support in the college if selected for transfer.

\_\_\_\_\_ I cannot recommend this student for transfer into A&S at this time based on academic or other reasons.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Preferred Contact (phone or email address) \_\_\_\_\_