



# Admissions Recommendation Cover Sheet

## Directions for Student:

This form is required for your optional letter of recommendation if it is not being sent with your high school transcripts. JMU prefers that you send any materials for your application with your official high school transcript. Fill out this form completely and give it to the person who will write your recommendation. The Office of Admissions will not review or file a letter of recommendation sent separately from your transcripts that does not include this form. You may only submit one letter of recommendation in support of your application. To ensure that we match it to your application, all areas must be completed, including the name of your regional JMU admissions counselor.

## Directions for Recommendation Writer:

Students are only to use this form if the letter of recommendation is not being sent along with their high school transcripts. Our preference is to have the letter of recommendation sent with a student's high school transcript. Please attach this form to the front of your letter of recommendation and mail it to the following address:

James Madison University  
Office of Admissions  
MSC 0101  
481 Bluestone Drive  
Harrisonburg, VA 22807

## Deadline Information

The deadline for any materials including your optional letter of recommendation is to be postmarked by November 1 for consideration under Early Action or January 15 for consideration under Regular Decision. Any materials sent after those dates will not be reviewed. It is the student's responsibility to provide this form to the recommender early enough to meet the deadline.

|                         |   |
|-------------------------|---|
| Student's Last Name     | <input type="text"/>  |
| Student's First Name    | <input type="text"/>  |
| Date of Birth           | <input type="text"/>  |
| High School Name        | <input type="text"/>  |
| High School City        | <input type="text"/>  |
| High School State       | <input type="text"/>  |
| Application Submit date | <input type="text"/>  |
| Application Type        | Early Action: <input type="checkbox"/> Regular Decision: <input type="checkbox"/> |
| Recommendation Writer   | <input type="text"/>  |
| Admissions Counselor    | <input type="text"/>  |

Look up your JMU Admissions Counselor online at:  
<http://www.jmu.edu/admissions/info/regionalcounselors>