



DELHI PUBLIC SCHOOL SURAT

416, Happy Hallmark, Vesu Abhwa Road, Abhwa, Surat – 395007

Ph. 2654014/24 Email: adminoffice@dpssurat.net

RECOMMENDATION LETTER REQUISITION FORM

(APPLICABLE ONLY FOR CLASS XII STUDENTS OF DPS SURAT)

Student Name _____ Admission No. _____

Year of Passing (Class XII) _____ Class & Section _____

Parent/Guardian Name _____

Student Mobile Number _____ Student Email Id _____

Parent Mobile Number _____ Parent Email Id _____

Name of Teachers from whom Recommendation Letters are required

Sr.No.	Teacher's Name	Number of Copies

Signature of Parent

Date of Application

Note:

1. Submit the filled in requisition form at the Administrative Office.
2. Attach photocopy of Class X Board Examination, Class XI Final Examination and Class XII Recent Examination Progress Report along with the requisition form.
3. Apply at least two weeks before your date of requirement. Urgent requirement of Letter of Recommendation will not be accepted.

Student Self-Assessment for Letter of Recommendation

This form assists your Counselor/Teacher in writing your recommendation. The more specific details you can provide, the more thorough your Recommendation Letter will be.

1. Describe the academic accomplishment you are most proud of.

In School

Outside School

2. Any important aspect about yourself that you wish to mention.

3. Mention a few books that you have recently read along with their author.

4. List your most admirable quality or strength.

5. Which course are you applying for? State a reason for your choice.

6. Keeping in mind your career goals, what do you hope to accomplish in college and after?

7. List and attach supporting documents for the achievement in a category for each year from class IX onwards, in order of latest to oldest. Achievements will not be considered in absence of supporting documents. Write NA if you do not have any achievement in any of the category.

Category 1: Academic achievement (Debate, Elocution, Poetry Recitation, Olympiads, NTSE, ANCQ, IAPT, PRL, Spelling Bee, Quiz, MUN, etc.)

In School

Outside School

Category 2: Cultural achievement (Dance, Drama, Music, Art & Craft, etc.)

In School

Outside School

Category 3: Sports achievement

In School

Outside School

Category 4: Other achievement (Awards, Honors, 'Special Mentions', etc.)

In School

Outside School

Category 5: Internships, Workshops, Additional Courses, Seminars/Webinars attended by you.

Category 6: Community service you have taken part in. Include the number of years of your involvement and explain why this activity was significant to you.

Note: Please attach the following:

- a) Photocopy of all supporting documents mentioned for each category, in order of latest to oldest
- b) Final marksheet of class IX, X, XI and the latest examination of XII

I hereby declare that all the information provided by me in this document is authentic and I take full responsibility for it.

Student Name : _____

Student Signature : _____

Parent Signature : _____

Date : _____