

**COLUMBIA COLLEGE
THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE**

Recommendation Waiver Form

Applicant's Name: _____ CUID: _____

Date of Graduation: _____ Email: _____

Name of Reference Writer: _____

Title of course and semester/year taken (if applicable): _____

TO THE APPLICANT:

Use this form to request letters of reference that may eventually be used for **graduate programs**. Upon receipt, the form and letter will be placed in your permanent student file. **Please be aware that if you are requesting references in preparation for Law or Medical School applications, you should utilize the reference form provided by the Office of Pre-Professional Advising.** This will ensure that your references will be placed in their dossier files until you are ready to apply. At the bottom of this form, please mark where you would like the reference to be mailed. All references are kept in your permanent file indefinitely.

Current federal law provides that students may, if they choose, have access to material such as this recommendation. Some students choose to waive this right. You should read "Procedures for Graduate School Applicants", available in the Center for Student Advising, discuss this matter in detail with your adviser, and consult those writing recommendations on your behalf. For further information and opinion you may inquire at the Dean of Students Office or the Office of the University Counsel. Please fill in the spaces above, and check and sign either (a) or (b) below **before** giving this form to the person writing the recommendation.

(a) I **DO NOT** waive my right of access to this recommendation. _____

(b) I **DO** waive my right of access to this recommendation and understand that I will not be able to see it under any circumstances. _____

TO THE PERSON WRITING THE RECOMMENDATION:

Graduate Programs are typically looking for specific evaluations of the applicant's abilities in the area in which you supervised his/her work. When you comment on these abilities, please be specific. For example, citing the topic of a student's seminar paper and the subjects on which he/she was most vocal in class discussion helps to make a recommendation more convincing.

Please pay careful attention to the decision the applicant indicated above concerning access to this recommendation. If the student did not sign either (a) or (b), this form should be returned to him/her. If he/she signed (a), he/she is entitled to see your letter. Students are **NOT** permitted to deliver letters of reference.

Please submit your letter on Columbia or professional letterhead and attach this form before mailing. We also strongly suggest that you retain a copy for your own files since letters do get lost in transit and rewriting is a nuisance and causes delay. Return letters and completed forms to:

Center for Student Advising

403 Lerner
(212) 854-6378
(212) 854-2562 (f)

1st floor Schapiro
(212) 854-1870
(212) 854-1879 (f)

103 Broadway Residence
(212) 854-8711
(212) 854-8723 (f)

103 Furnald
(212) 854-3514
(212) 854-2458 (f)

101 Carman
(212) 854-9802
(212) 854-0042 (f)