

RECOMMENDATION REQUEST FORM

TO: _____ DATE: _____

FROM: _____

NOTE TO RECOMMENDER: As a convenience to both you and the student, this office will act as a repository for letters of recommendation. If you wish to use our service, please send your letter of recommendation and this form to:

English Department
Undergraduate Majors
7195 Helen C. White Hall
University of Wisconsin-Madison
Madison, WI 53706

We will keep your letter in the student's file and send a copy to graduate schools as the student requests.

Purpose of Recommendation:

Graduate School: English _____
Creative Writing _____
Law School _____
Other _____

Waiver Statement

NOTE TO STUDENT: Increasingly, graduate schools are requiring their applicants to waive the right to read letters of recommendation. We therefore urge you to sign this waiver form.

I hereby waive my right under the Family Education Rights and Privacy Act of 1974, as amended, to inspect and review these letters of recommendation. I certify that this waiver is given voluntarily by me.

Student's signature _____ Date _____