L O W E L L H O U S E
HARVARD UNIVERSITY
10 HOLYOKE PLACE, CAMBRIDGE, MASSACHUSETTS 02138
617/495-2283, FAX 617/495-2523
abst-lowell@fas.harvard.edu

ACCESS/MAILING REQUEST FORM FOR FILED RECOMMENDATIONS

Please keep in mind that the Lowell House Office responds to requests for information within two to three business days (two to three weeks if you graduated more than six years ago), and that *the House Office does not send out recommendations by overnight mail*. We will, however, call your overnight carrier for pick-up if the proper packaging, address and postage are provided with your request form.

Name: Email:
Phone: Year:

For waived/unwaived recommendations that are being sent out, please fill out all information below, and:

1. Be sure that the return address on the envelope is: Lowell House Office, 10 Holyoke Place, Harvard College, Cambridge, MA 02138;
2. Include a stamped envelope addressed to the appropriate institution; and
3. Include any materials that need to be sent with it, such as applications (Confidential letters will be sent with the materials in a separate sealed envelope).

If you are requesting a recommendation for your own use, please be sure that you have *not waived your right* to see the letter. We cannot honor such requests.

Recommender's name:	To be sent to:	Other materials?