

# HARVARD COLLEGE

## Request for Dean's Letter

### Lowell House

Office of the Allston Burr Resident Dean  
10 Holyoke Place, Room A-22  
Harvard College, Cambridge, MA 02138  
617-495-2283 (phone); 617-495-2523 (fax)

**STUDENT:** Please complete this form and give it to your Allston Burr Resident Dean.

Name of Student (print): \_\_\_\_\_ Class: \_\_\_\_\_ Email: \_\_\_\_\_

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### Preparation and Release of Dean's Letter

I hereby request that Harvard College prepare a Dean's Letter in support of my application(s) to professional school or a fellowship. I understand and agree that, to prepare the Dean's Letter, officers of the College, including my Allston Burr Resident Dean and others, will access my educational records.

I further request that Harvard College send the Dean's Letter to the institutions that I designate. I will provide my Allston Burr Resident Dean with a written list of all such institutions as well as stamped, addressed envelopes.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

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### Waiver of Access to Dean's Letter

I understand that, under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"), I have the right to see the Dean's Letter.

I hereby \_\_\_\_ WAIVE / \_\_\_\_ DO NOT WAIVE my right of access under FERPA with respect to the Dean's Letter.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

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Please specify the purpose of the letter you are requesting:

\_\_\_\_ Pre-Law Committee

\_\_\_\_ Pre-Medical Committee

\_\_\_\_ Fellowship (specify) \_\_\_\_\_

\_\_\_\_ Other (specify) \_\_\_\_\_