

HARVARD COLLEGE

Request for Recommendation

Lowell House Office

Allston Burr Resident Dean and Assistant Dean of Harvard College

10 Holyoke Place, Room W120

Harvard College, Cambridge, MA 02138

617-495-2283 (phone); 617-495-2523 (fax)

STUDENT: Please complete the top section of this form and give it to your recommender along with a stamped envelope addressed to your Allston Burr Resident Dean (address above). You will get a confirmation email when the recommendation arrives in the House office. Contact us immediately if the signers you expected aren't listed in the confirmation email.

Name of Student (print): _____ E-mail address: _____

Class Year: _____

Name of Recommender (print): _____ E-mail address: _____

Name of Co-signer (if any): _____ E-mail address: _____

Purpose of Recommendation: _____

Date Recommendation Is Due in House Office: _____

Release of Recommendation

I hereby request that Harvard College send this letter of recommendation to the people or institutions that I designate. I will provide my Allston Burr Resident Dean with a written list of all such people or institutions as well as stamped, addressed envelopes.

Student's signature

Date

Waiver of Access to Recommendation

I understand that, under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"), I have the right to see this letter of recommendation.

I hereby WAIVE / DO NOT WAIVE my right of access under FERPA with respect to this letter of recommendation.

Student's signature

Date

RECOMMENDER: Please send this signed form, along with your letter of recommendation, to the Office of the Lowell House Allston Burr Resident Dean. Please take note of the student's choice regarding right of access to your letter of recommendation. If the student has waived the right to see your letter, please mark the top of your letter "Confidential."

****Please print the recommendation on official department letterhead, or else schools might not accept the recommendation****

Permission to Use Excerpts from Recommendation

I AUTHORIZE / DO NOT AUTHORIZE Harvard College to use excerpted portions of my letter of recommendation in composing Dean's Letters on behalf of this student.

Recommender's signature

Date

Co-signer's signature (if applicable)

Date



LOWELL HOUSE
HARVARD UNIVERSITY
10 HOLYOKE PLACE, CAMBRIDGE, MASSACHUSETTS 02138
617/495-2283, FAX 617/495-2523
lowellhousedean@fas.harvard.edu

*Office of
The Allston Burr Resident Dean, Lowell House
and Assistant Dean of Harvard College*

Dear Recommender,

Thank you for preparing a letter of recommendation for a Lowell House student. This note addresses frequent points of confusion about letters and the **Request for Recommendation (aka, waiver form)**.

You must **return the waiver form** with your letter. Federal privacy laws apply to educational records and your letter cannot be distributed by this office on the student's behalf without this form.

Read the instructions at the bottom of the form and take note of the student's choice regarding access to the letter. Make sure to complete the section regarding **authorization to excerpt** your letter for Dean's Letters (aka, House Letters), which are composite letters prepared by me and Lowell's pre-professional committees for medical, law, and certain fellowship applications. In most cases, individual letters of recommendation are included along with Dean's Letters, which serve as executive summaries of large application packets. Please inform the student if you choose not to authorize the excerpting of your letter.

Co-written letters, a common practice in large courses with a faculty lecturer and graduate-student section/lab leader, must be signed by both authors. Professional schools have expressed concerns to the Office of Career Services about co-written letters that have only one signature. Since the letterhead may be departmental rather than personal, both authors should include relevant professional information (current title, higher degrees, etc.) under their signatures. (Note: For co-written letters, we assume that there is agreement on excerpting.)

Letters written for **general purposes** should be dated and usually open with "To Whom It May Concern." The two most common scenarios for preparing general letters are the following:

- 1) A student asks for a letter at the end of a course or internship, when an instructor or supervisor has fresh memories and can describe specific traits and cite particular achievements.
- 2) A student has already requested a recommendation for a specific purpose (e.g., Truman Scholarship, Phi Beta Kappa induction) and then asks the recommender to generalize the letter for storage in his/her permanent folder and use for a future application (e.g., professional school, job application).

If you have any questions, please contact Kit, Lowell House Office Coordinator, by phone or e-mail (617-495-2283, lowell@fas.harvard.edu).

Sincerely,

Dr. Caitlin Casey
Allston Burr Resident Dean, Lowell House,
and Assistant Dean of Harvard College