

UC SANTA BARBARA COVERSHEET FOR HARD COPY LETTER OF RECOMMENDATION SUBMISSIONS

THIS PORTION TO BE COMPLETED BY THE APPLICANT

Mail to the Department of _____, University of California, Santa Barbara, CA 93106

The application deadline for the program I am applying to is: _____
See: <http://www.graddiv.ucsb.edu/programs>

Applicant Name _____
Legal family name (surname) First name Middle Name

Proposed Degree _____ Emphasis _____ Quarter _____

APPLICANT'S WAIVER OF RIGHT TO ACCESS THE LETTER OF RECOMMENDATION

Name of recommender _____

The Family Educational Rights and Privacy Act of 1974 gives students (persons admitted and enrolled in the university) the right to inspect letters of recommendation written in support of an application for admission and financial assistance. In addition, the law permits students to expressly waive the right to inspect letters submitted on their behalf, although such a waiver must be voluntary and cannot be a condition of admission, award, or employment. I, the undersigned, understand that the information provided in this letter may be used by the university in deciding upon admission to graduate study and/or the award of a fellowship or assistantship. I have read and understand the regulation concerning Waiver of Access to Confidential Letters of Recommendation. Having read this information I choose one of the following:

Check only one:

I hereby waive any and all rights of access to this letter of recommendation

I do not agree to waive access to the letter of recommendation

Applicant: Please note you MUST complete the online waiver of right of access for your recommender, even if they are mailing a hard copy letter. The above is indication to your recommender what your waiver decision is. It is your responsibility to log the same answer as above online. If the waiver answer on this sheet differs from the answer in your online application, the University will not consider the letter.

THIS PORTION TO BE COMPLETED BY THE RECOMMENDER

Please attach this form to your letter of recommendation

The person named above is applying for admission to graduate study and may be applying for financial assistance to the University of California, Santa Barbara. We would appreciate your personal impressions of the candidate's intellectual ability aptitude in research and professional skill. Please comment on the applicant's character, quality of previous work, and promise of productive scholarship. In addition to your letter, please provide the following information:

Please check one level for each category

	Upper 1-2%	Upper 10%	Upper 25%	Upper 50%	Lower Half	Inadequate Opportunity to Observe	Decline to State
Intellectual Ability							
Imagination & Creativity							
Ability in Oral Expression							
Writing Ability							

Among the individuals I have know in recent years in the applicant's field I would rank this applicant in the upper _____%

Recommender's Name (please print) _____

Position or Title _____ Institution or Company _____

Address _____

Email Address _____

Signature _____ Date _____

Please mail this form with your letter of recommendation directly to the department specified above by the applicant.