

# Waiving Access to Letters of Recommendation

TO APPLICANT: 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.

If you wish to waive your right to inspect a letter of recommendation submitted in your behalf, please complete the following forms provided for this purpose and submit one with each letter of recommendation form which you send or give to an individual who is asked to submit a recommendation on your behalf.

If a recommender does not submit a completed waiver form with a letter written in an applicant's behalf, it is assumed that the applicant has elected not to waive access to the contents.

## Waiver of Access to Letters of Recommendation

University of California, San Diego  
La Jolla, CA 92093

PLEASE PRINT

THIS SECTION TO BE COMPLETED BY APPLICANT

NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_  
Last (family) Name First Name Middle Initial

Proposed Major \_\_\_\_\_ Campus \_\_\_\_\_ Quarter and year of \_\_\_\_\_ Degree \_\_\_\_\_  
Department/School \_\_\_\_\_ Mail Code \_\_\_\_\_ proposed enrollment \_\_\_\_\_ Objective \_\_\_\_\_

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 options below:

agree to waive access to this letter of recommendation.  do not agree to waive access to this letter of recommendation.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Name of the Recommender \_\_\_\_\_

Please mail or give this waiver form to your recommender, named above, together with the letter of recommendation form provided.

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