

# Preprofessional Advising Recommendation Waiver

**This form must accompany your recommendation.**

Applicant's Name: \_\_\_\_\_ UNI: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Email: \_\_\_\_\_

Applying for entrance: Fall \_\_\_\_\_ Name of Reference Writer: \_\_\_\_\_

Title of course and semester/year taken (if applicable): \_\_\_\_\_

Please check all that apply:

Law  MD  MDPHD  Osteopathic  Veterinary  Dental  MPH  Postbacc  Other

## TO THE APPLICANT:

Please fill in the spaces above and sign either (a) or (b) below before giving this form to the person writing the recommendation. This waiver should be turned in to our office along with the recommendation letter.

I authorize the writer to provide any information necessary to provide an honest evaluation from his or her knowledge of my qualifications, including but not limited to, my grades, GPA, class rank, scholarships, honors, awards, activities and comments from other instructors and assistants.

Under the terms of the FERPA act of 1974 students may, if they choose, have access to material such as this recommendation. Some students choose to waive their right. You should discuss this matter in detail with your advisor, and consult those writing recommendations on your behalf.

Check and sign either (a) or (b) below:

(a) I **DO NOT WAIVE** my right of access to this recommendation. ( ) \_\_\_\_\_

(b) I **DO WAIVE** my right of access to this recommendation and I ( ) \_\_\_\_\_ understand that I will not be able to see it under any circumstances.

## TO THE PERSON WRITING THE RECOMMENDATION:

Pay careful attention to the decision the applicant indicated above concerning access to this recommendation. If neither (a) nor (b) is signed, this form should be returned to the student **before** you write the recommendation. If the student signed (a) s/he is entitled access to your letter. Please turn in this waiver form along with your recommendation letter.

**Students are NOT permitted to deliver letters to the Office of Preprofessional Advising.**

Please type your letter on **letterhead** and make sure that it is **signed**. We also suggest that you retain a copy for your own files, since letters do get lost in transit. You may email your letter, provided it is in PDF format, is on letterhead and has an electronic version of your handwritten signature. Please email recommendations and waivers to [preprofessional@columbia.edu](mailto:preprofessional@columbia.edu).

### You may also mail or fax to:

Columbia University  
Office of Preprofessional Advising  
Center for Student Advising  
403 Lerner Hall, 2920 Broadway,  
MC1201, NY, NY 10027  
T 212-854-6378, F 212-854-0042

