

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.

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.

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

Please **TYPE** your letter on letterhead and be sure to sign it. 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 to 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 212-854-2562

