WAIVER OF ACCESS TO LETTERS OF RECOMMENDATION

For Students Requesting Letters of Recommendation

Waivers of access to letters of recommendation are optional and voluntary. Individual recommenders may choose to make the recommendation conditional on a signed waiver of access. If you submit this form with your letter, you waive all rights to review the letter.

For Individuals Writing Letters of Recommendation

When UC Davis faculty or staff write a letter and maintain a copy in their files, the letter becomes part of the student's education records and can be reviewed by the student unless he or she completes a waiver. You are not required to keep a copy of the letter. However, if you keep a copy of the letter and desire to keep it confidential, a Waiver of Access to Letters of Recommendation, signed by the student, should be filed with the letter of recommendation. Anyone writing a letter as part of an admission or scholarship application to an institution of higher education should submit a copy of the waiver form along with the letter so that the letter will remain confidential once received by the institution.

To Be Completed by the Student			
Name of Student/Applicant: _	LAST NAME	FIRST NAME	M.I.
Name of Recommender:			
By signing below, I agree to waive my right to access and examine, now or at any time in the future, the letter of recommendation (or copies) written by the recommender named above.			
SIGNATURE		DATE	