

HARVARD COLLEGE
Request for Recommendation



Winthrop House

STUDENT: Please complete the top section of this form and give it to your recommender. They can submit it electronically to winthropcoordinator@fas.harvard.edu. If they prefer to mail it, please provide them with a stamped envelope addressed to: Office of the Allston Burr Dean, Winthrop House, Harvard College, 32 Mill St, Cambridge, MA 02138.

Name of Student (print): _____ Class: _____

Name of Recommender (print): _____

Purpose of Recommendation: _____

Date Recommendation Is Due in House Office: _____

Release of Recommendation

I hereby request that Harvard College send this letter of recommendation to the people or institutions that I designate. I will provide my Allston Burr Resident Dean with a written list of all such people or institutions.

Student's signature

Date

Waiver of Access to Recommendation

I understand that, under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"), I have the right to see this letter of recommendation.

I hereby _____ WAIVE / _____ DO NOT WAIVE my right of access under FERPA with respect to this letter of recommendation.

Student's signature

Date

Recommenders:

Faculty or Teaching Fellows: Letters should be written on personalized faculty or departmental letterhead. Please be sure to sign the recommendation letter.

Employers: Recommendation letters for a former or current employee should be on company letterhead. Please be sure to sign the recommendation letter.

RECOMMENDERS: Please send this signed form along with your letter of recommendation to the Office of the Allston Burr Resident Dean. Please take note of the student's choice regarding right of access to your letter of recommendation.

Permission to Use Excerpts from Recommendation

I _____ AUTHORIZE / _____ DO NOT AUTHORIZE Harvard College to use excerpted portions of my letter of recommendation in composing Dean's Letters on behalf of this student.

Recommender's signature

Date