HARVARD COLLEGE
Request for Recommendation

Leverett House
Office of the Allston Burr Resident Dean and Assistant Dean of Harvard College
28 DeWolfe St.
Cambridge, MA 02138
617-495-2279 (phone)

STUDENT: Please complete the top section of this form and give it to your recommender along with a stamped envelope addressed to your Allston Burr Resident Dean, Leverett House (address above).

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, Leverett House, 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

RECOMMENDER: Please send this signed form, along with your letter of recommendation, to the Office of the Leverett House Allston Burr Resident Dean, Leverett House. Please take note of the student’s choice regarding right of access to your letter of recommendation. If the student has waived the right to see your letter, please mark the top of your letter “Confidential.”

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 signature  Date

Recommender Permanent Email Address ________________________________________

Rev. 2/26/18