

Dossier Service
Letter of Recommendation: Waiver Option Form

New Letter of Recommendation

Updated Letter of Recommendation

Applicant

The Family Educational Rights and Privacy Act of 1974 gives students the right to inspect their letters of recommendation unless they specifically waive this right. Please indicate your choice below:

I request a **CONFIDENTIAL** recommendation and waive my right to read the letter.

I request a **NON-CONFIDENTIAL** reference and hereby reserve my right to read the letter.

Signature

Print Name

Date

~~~~~  
**Letter Writer**

*This section must be completed by the letter writer.*

Please submit this letter of recommendation on official department letterhead.

According to current UC policy, the History Department cannot inform the recipient whether or not the applicant have waived his/her right to read this letter; this waiver statement will not be included in the mailing. If you and the applicant would like to inform the recipient that the letter is confidential, you must write "This is a confidential letter for..." in the body of the letter.

I agree with the applicant's choice for status of this reference letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title & Department

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

**Submit letter of recommendation and waiver option form to:**

UC Santa Cruz  
Department of History  
Attn: Dossier Service  
1156 High Street  
Santa Cruz, CA 95064

March 2008