

**LETTER OF RECOMMENDATION WAIVER FORM**



ADAMS HOUSE  
26 PLYMPTON STREET  
CAMBRIDGE, MASSACHUSETTS 02138-5004  
PHONE (617) 495-2260 FAX (617) 495-0331

Please email your letter and completed waiver to [Adams\\_Coordinator@fas.harvard.edu](mailto:Adams_Coordinator@fas.harvard.edu)

**STUDENTS:** Complete Sections A and B and give this form signed to your recommender in person or electronically.

**RECOMMENDERS:** Complete and sign Section C. (at bottom of page) then attach this form to your recommendation and *preferentially send both electronically* to [Adams\\_Coordinator@fas.harvard.edu](mailto:Adams_Coordinator@fas.harvard.edu). Alternatively, you can send in the pre-addressed, pre-stamped envelope provided by this student. **If the student has waived the right to see your recommendation in Section B. below, please type "CONFIDENTIAL" at the top of your letter.**

**Please address your letter "To the Members of the Admissions Committee:" and compose it on official letter head.**

NAME OF STUDENT (please print) \_\_\_\_\_ CLASS YEAR: \_\_\_\_\_

NAME OF RECOMMENDER (please print) \_\_\_\_\_

PURPOSE OF RECOMMENDATION: \_\_\_\_\_

DATE RECOMMENDATION DUE AT ADAMS HOUSE: \_\_\_\_\_

**Section A. Consent:**

In conjunction with the Family Rights and Privacy Act of 1974, I, the above-named student, do hereby give Harvard University and Adams House permission to release this letter of recommendation to any person or place designated by me, or for use in forming composite letters, such as Dean's Letters. This consent is to remain in effect until revoked by me in writing.

<b>STUDENT'S SIGNATURE:</b>	<b>DATE:</b>
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**Section B. Waiver:** I, the above-named student, waive \_\_\_ // do not waive \_\_\_ (**indicate your choice**) any right of access I may have, as provided by law, to this letter of recommendation.

<b>STUDENT'S SIGNATURE:</b>	<b>DATE:</b>
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**Section C: Recommender Authorization:**

I do \_\_\_ // do not \_\_\_ (**indicate your choice**) authorize use of portions of my letter in any composite House recommendations which may be requested by this student. (Please note: if the student has waived the right to see this recommendation, please write "CONFIDENTIAL" at the top of your letter.)

<b>RECOMMENDER'S SIGNATURE:</b>	<b>DATE:</b>
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