



Letter of Recommendation for Graduate Degree Candidates

Instructions to the Applicant: This form should be given to a professional (a faculty member, supervisor, or other professional familiar with your work) who is able to comment on your qualifications for graduate study. Please type or print the first section yourself.

Applicant:

_____	_____	_____	
Name (<i>last, first, middle</i>)	Last Four Digits of SSN	Graduate Program	
_____	_____	_____	_____
Address	City	State	Zip Code

Name, title, and school or organization of the person who will complete the recommendation:

_____	_____	_____
Name	Title	School or Organization

Should you be admitted to the School of Education at Saint Mary's College of California you would have the right as a student to review your permanent record, including this recommendation form. Some persons prefer not to complete recommendation forms, unless they can be assured of the confidentiality of their comments. Therefore, Saint Mary's College is affording you the opportunity to waive your right of subsequent access to this letter. Your application for admission will be given full consideration based on all the information accumulated in your application file, including this form, regardless of your decision on waiving your right of future review of this letter.

I do I do not waive my right of subsequent access to this letter of recommendation.

_____	_____
Applicant's Signature	Date

Instructions to the Person Making the Recommendation: We would appreciate your candid opinion of the ability of the candidate to achieve success in graduate school and in the specified field of interest. Please attach a typed or written statement on your letterhead, if available. Return your statement directly to the School of Education in the envelope provided. Pursuant to the federal legislation, all letters of recommendation may be made available to the student upon the student's request, unless he or she has waived this right by signing the space above.

_____	_____	_____
Signature	Date	Telephone Number or Email Address

Saint Mary's College of California does not discriminate on the basis of age, race, color, national or ethnic origin, handicap, or sex in any aspects of its operations.

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