



Right of Access to Letter of Recommendation San José State University

Instructions to Applicants. Complete, sign, and provide to your referee. This form must accompany the letter of recommendation for you to be accepted for admission to the graduate program at San José State University. A separate form must be prepared for each referee.

I, _____ (print your name), give my permission to _____ (print your referee's name) to write a letter of recommendation/evaluation of my qualifications for admission to graduate school at San José State University. By signing below, I recognize that I am giving permission for this referee to discuss via telephone or any other electronic means (including e-mail) or via post my suitability for graduate school admission with representatives of the university. In such written and electronic communications, I agree that this individual may (among other things):

- Discuss my academic performance (*both generally and including specific grades*) in course(s) taught by this professor, if applicable;
- Discuss all information provided to this referee on my resume, transcript, and other materials I provide;
- Discuss this referee's general and specific impressions of my qualifications for admission based upon the referee's experiences working with me and the materials I provide him or her;
- Discuss all previous work experience and extracurricular activities.

I am aware that I have the right of access to the letter and that I may waive this right if I choose to do so. I further understand that my choice below may be communicated to the referee.

I hereby permanently waive my right of access to this letter of recommendation

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

Signature

Date

Please note: You should consult the department or school to which you are applying concerning the format of the letter. Departments differ in their requirements. Should the waiver of access not be chosen, requests to review letters should be made to the specific department rather than to the Office of Graduate Admission & Program Evaluations. Departments typically keep the letters only until the admission process for the coming semester has been completed.

Once submitted, the letters become the property of San José State University and cannot be copied or returned.