

CENTER FOR WORK AND SERVICE
WELLESLEY COLLEGE
106 CENTRAL STREET
WELLESLEY, MASSACHUSETTS 02481

Applicant's Name

Class

Date

TO THE APPLICANT

Please print your name above and on the reverse side.

Current Federal law provides that students may review letters of reference written for them. Applicants may also choose to waive this statutory right. While admissions officers respect that it is within the applicant's legal right not to sign a waiver, some schools may take confidential letters more seriously. Faculty also have the right to refuse to write a letter that is not confidential. For further information and opinion, inquire at the Center for Work and Service.

Please sign below before giving this form to the person writing the letter of reference.

I **hereby waive** my right of access to this letter of reference. _____

Date

I **do not** waive my right of access to this letter of reference. _____

Date

TO THE PERSON WRITING THIS LETTER OF REFERENCE

You may attach your letter of reference to this form, or type it on the reverse side.

Please pay careful attention to the decision the applicant has indicated above concerning her access to this reference. Please return this form with your letter directly to the Center for Work and Service.

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In accordance with the Family Educational Rights and Privacy Act of 1974, this information is released to you with the condition that it will not be made available to any other party without the written consent of the student.

Letter of Recommendation for: _____ Class _____

Signature: _____

Typed Name:

Title:

Organization:

Address:

Date: _____

Phone No.: