

SCHOOL OF EDUCATION
UNIVERSITY OF PITTSBURGH

**LETTER OF RECOMMENDATION
FOR ADMISSION**

Applicant's Name (Type or Print)

Degree/Certification Program Sought

Under provisions of the Family Educational Rights and Privacy act of 1974 (P.L.93-380), students have the right to examine the contents of their files, including letters of recommendation. However, applicants may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If an applicant does not waive his/her right to examine a letter of recommendation or if the applicant does not sign the waiver, the letter of recommendation is considered accessible to the applicant.

_____ I waive my right to examine the attached letter of recommendation.

_____ I do not waive my right to examine the attached letter of recommendation.

Applicant's Signature

Date

TO THE APPLICANT:

For the convenience of the individual you are asking to submit a letter of recommendation, please provide a stamped envelope address to The University of Pittsburgh, School of Education Student Service Center, 5500 Wesley W. Posvar Hall, Pittsburgh, PA 15260.

Printed Name of Recommender

Position Title

Recommender's Signature

Date

Phone or Email

TO THE RECOMMENDER:

The applicant named above is applying for admission to a graduate program in the School of Education at the University of Pittsburgh and has asked you to provide a recommendation regarding his/her admission to the program indicated.

- The Admissions Committee is grateful for your recommendation for this applicant. The Committee is especially interested in your judgment of the applicant's overall ability and potential for success as a graduate student.
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- Please include how long you have known the applicant, and in what capacity.
- Candor in your comments is essential for fairness to both the applicant and the program to which the applicant is applying.
- Please make no statement that would indicate the applicant's race, religion, or national origin.
- Please return this form, together with your written letter of recommendation to: University of Pittsburgh, School of Education, Student Service Center, 5500 Wesley W. Posvar Hall, Pittsburgh, PA 15260.

Thank you

Revised 08/04