



Graduate Studies

Student/Applicant Statement of Right to Waive or Retain Confidential Letters of Recommendation

According to the Family Educational Rights and Privacy Act of 1974 as amended, a student or a person applying for admission may waive any or all rights to review confidential letters and statements of recommendation. The right of review applies only to persons who have been admitted to the degree program for which the letters or statements were written AND who have enrolled in graduate classes after admission to the intended degree program.

The UW Oshkosh Graduate Studies office is not permitted to allow review or make copies of confidential letters and statements of recommendation if a student/applicant has waived right to review said letters and statements. Further, confidential letters and statements of recommendation can only be released to the academic department to where application for admission was made.

The student or applicant has the option to waive his/her right to review confidential letters and statements of recommendation for the purpose of having a confidential file. If you are applying to a degree program requiring recommendations, notice will be sent to the list of references you provided on your admission application. The notice will indicate whether you have waived or retained your right to review letters and statements of recommendation in your admission file.

Note: If this form is not completed, signed and returned with an admission application form, the letters and statements of recommendation will be handled as if the applicant retains the right to review.

Please check one:

I wish to **RETAIN** my right to review letters and statements of recommendation in my graduate admission file.

I wish to **WAIVE** my right to review letters and statements of recommendation in my graduate admission file.

Signature

Social Security Number

Date

PLEASE RETURN THIS FORM WITH YOUR APPLICATION