

DECLARATION OF CHOICE

Public Law 93-380 and its amendments give a student the right of access to any and all information in his or her application file, including letters of recommendation written after January 1, 1975. This law also allows the student to waive this right to access.

I, _____, understand I have the right to
(please print)

review letters of evaluation in my application file. I understand that the main purpose of the application file, including letters of evaluation, is to assist your school in considering me for possible admission to graduate work and financial support. I understand that the choice of writers is mine. I realize that recommendations are usually favorable, but I recognize the possibility that information may not be favorable to me.

_____ **OPEN** file (nonconfidential letters of evaluation). I choose to establish an open file and understand that I have the right to review any and all information in my application file.

_____ **CLOSED** file (confidential letters of evaluation). I choose to waive my right of access to letters of evaluation in my application file and establish a closed file. I understand that I will not have the right to review letters of evaluation in my file but will have access to all other information in the file.

I have checked one of the above and returned this signed form to your department to indicate my choice concerning access to my letters of evaluation. I have also given a signed copy of this form to each person listed below, from whom I have requested a letter of evaluation and have asked them to attach that form to the evaluation letter each one sends to you.

I have requested letters of evaluation from:

_____ of _____

_____ of _____

_____ of _____

Date _____ **Signature** _____