



CHAPMAN
UNIVERSITY

Graduate Recommendation Waiver Form

Office of Graduate Admission • One University Drive • Orange, CA • 92866 • 1-888-CU-APPLY

This form is to be used for all graduate degree programs except Education and MBA.

Applicant: Please complete Sections A and B below. Submit a copy of this form to each person who will write your letter of recommendation. To ensure that the letters are submitted, provide each recommender with a stamped envelope addressed to Chapman University, Office of Graduate Admission, One University Drive, Orange, CA 92866. The recommender should place this form along with the letter of recommendation in the envelope, seal and sign across the flap. **Please note that failure to complete section B (below) waives your right of access to the recommendation.**

Section A:

Name of Applicant: _____

Address: _____

Social Security Number: _____

(Please provide last 4 digits for verification purposes)

Graduate Degree Program to which you are applying: _____

Section B:

I waive the right provided by the Family Educational Rights to Privacy Act of 1974 to view this letter of recommendation when completed and understand that it will remain confidential.

I do not waive my right to review this document. Rather, I wish to retain the right to view this letter in my student file at Chapman University.

Signature _____ Date _____

RECOMMENDER:

Your cooperation in providing a letter of recommendation for the above named applicant's academic or professional abilities is appreciated. If the applicant has agreed to the above waiver (Section B), the university will hold your letter as confidential. To preserve the confidentiality of this document, please seal your letter of recommendation and this form in the envelope the applicant has provided, affix your signature across the flap of the envelope, and place it in the mail.

Name (please print): _____ Phone Number: _____

Institution or Company: _____ Position: _____

Address: _____

Recommender's Signature _____ Date: _____