

HARVARD COLLEGE

Request for Dean's Letter

Office of the Allston Burr Resident Dean, Pforzheimer House

56 Linnaean St

Cambridge, MA 02138

phone: 617-495-8176 fax: 617-496-3788

Academic Coordinator's email: pforz@fas.harvard.edu

STUDENT: Please complete this form and submit it to the Office of the ABRD (address above).

Name of Student (print): _____ Class: _____

Student's Email Address: _____

Preparation and Release of Dean's Letter

I hereby request that Harvard College prepare a Dean's Letter in support of my application(s) to professional school or for a fellowship. I understand and agree that, to prepare the Dean's Letter, officers of the College including my Allston Burr Resident Dean and others will access my educational records.

I further request that Harvard College send the Dean's Letter to the institutions that I designate. I will provide my ABRD with a written list of all such institutions.

Student's signature

Date

Waiver of Access to Dean's Letter

I understand that, under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"), I have the right to see this letter of recommendation.

I hereby _____ WAIVE/ _____ DO NOT WAIVE my right of access under FERPA with respect to this letter of recommendation.

Student's signature

Date