Saint Mary's College of California
P.O. Box 4350, Moraga, CA 94575-4350
tel. 925.631.4700 fax 925.376.8379
www.stmarys-ca.edu/soe

KALMANOVITZ SCHOOL OF EDUCATION

LETTER OF RECOMMENDATION FOR GRADUATE DEGREE CANDIDATES

Instructions to the Applicant: This form should be given to a professional (a faculty member, supervisor, or other professional familiar with your work) who is able to comment on your qualifications for graduate study. Please type or print the first section yourself.

Applicant:

Name *(print last, first, middle)* _____ Last Four Digits of SSN _____ Program of Study _____

Address _____ City _____ State _____ Zip Code _____

Name, title, and school or organization of the person who will complete the recommendation:

Name _____ Title _____ School or Organization _____

Should you be admitted to the Kalmanovitz School of Education at Saint Mary's College of California you would have the right as a student to review your permanent record, including this recommendation form. Some persons prefer not to complete recommendation forms, unless they can be assured of the confidentiality of their comments. Therefore, Saint Mary's College is affording you the opportunity to waive your right of subsequent access to this letter. Your application for admission will be given full consideration based on all the information accumulated in your application file, including this form, regardless of your decision on waiving your right of future review of this letter

I do ___ I do not ____ waive my right of subsequent access to this letter of recommendation.

Applicant's Signature _____ Date _____

Instructions to the Person Making the Recommendation: We would appreciate your candid opinions of the ability of the candidate to achieve success first as a student and then as a professional in their chosen field. Please attach a typed or written statement on your letterhead, if available. Return your statement directly to the Kalmanovitz School of Education in the envelope provided. Pursuant to the federal legislation, all letters of recommendation may be made available to the student upon the student's request, unless he or she has waived this right by signing the space above.

Signature _____ Date _____ Telephone Number or Email Address _____

Saint Mary's College of California does not discriminate on the basis of age, race, color, national or ethnic origin, handicap, or sex in any aspects of its operations.