

Letter of Recommendation Information and Waiver Form

**The University of Michigan Law School
Graduate Admissions**
701 South State Street
Ann Arbor, Michigan 48109-3091, U.S.A.
Tel: 734.764.0537 - Fax: 734.647.3218
Email: law.grad.admissions@umich.edu

(Please print)

Name of Applicant: _____
Last (family) Name
First (given) Name
Middle Name

TO THE APPLICANT:

The Law School requires two letters of recommendation, in English, at least one of which must be from a member of your law faculty. You are welcome to submit additional letters of recommendation, and we encourage you to submit three. Please copy this form for each recommender. Complete the first part of the form. **Give the completed form to each recommender and ask each to return it directly to the University of Michigan Law School Graduate Admissions Office with the letter of recommendation.**

Federal legislation gives students in attendance at the Law School the right to inspect and review the letter(s) of recommendation contained in their educational records, unless that right is waived and the student or the applicant consents to the letter(s) remaining confidential between the Law School and the writer. All letters of recommendation, whether written in confidence or not, are carefully considered as part of the admissions decision. You alone must decide whether or not to waive your rights.

Letters of recommendation are most helpful when they contain candid and objective assessments of an applicant. The Law School believes that the writer of a recommendation should know prior to writing it whether it will be held in confidence. For this reason, we request that you: 1) indicate in the space provided below whether you wish to waive your right to inspect the letter, 2) show this statement with the completed portion indicating your decision to the writer before the recommendation is written, and 3) request the writer to complete the acknowledgment, also provided below, and attach this form (with both parts completed) to the letter of recommendation before sending it to the Law School.

- I hereby waive the right** to examine this recommendation as provided by law.
- I do not waive the right** to examine this recommendation as provided by law.

Date
Signature of Applicant

TO THE WRITER OF THE RECOMMENDATION: On no more than three pages, please comment with specificity on the applicant's intellectual and professional ability, character, and personality. Please describe in what capacity and how well you know the applicant and your opinion of the applicant's capacity for graduate study. It is helpful to learn your assessment of how the applicant ranked in his or her legal studies and how you compare the applicant to others who have pursued graduate legal studies at this or peer law schools in the United States. If you are recommending more than one person for graduate studies to this law school, it is helpful to learn how you compare them. Please comment on the applicant's academic career prospects if that is a desired professional goal. Please submit your recommendation on official stationery.

Please sign the statement below and return this form with your letter of recommendation:

I have read the statement above and acknowledge that both the statement and the applicant's declaration concerning access to the letter were shown to me prior to the writing of the attached letter of recommendation.

Signature of Writer of Recommendation
Title & Institution

Name of Recommender (please print)
Address

Email
City
State
Country
Postal Code