



**HARTWICK
COLLEGE**
est. 1797

Letter of Recommendation

Permission to Release Education Record Information

Office of the Registrar

101 Bresee Hall
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

For office use only:

Received: _____

Processed: _____

Please submit this form to the individual writing the Letter of Recommendation. When Recommendation has been completed, please return this form to the Office of the Registrar.

Student Name: _____ Hartwick ID #: _____

Email address: _____ Phone (in case of questions): _____

Graduation Date: _____ Submit Date: _____

I authorize _____ to write a letter of recommendation on my behalf to:
(Last name, First name)

You are responsible for the correct, complete, and legible address

| | |
|-----------------------|--|
| Recipient Name | |
| Address | |
| Phone Number | |
| Email Address | |

The following information may be included in the recommendation letter (**check all that apply**):

- Grades
- GPA
- Courses Attended
- Academic Performance
- Other: _____

Check one: I waive / I do not waive my right to review a copy of the letter at any time in the future.

Student's Signature

Date

NOTE: please assist the individual writing the recommendation by providing supporting information along with your request. Example of information that might be helpful: a resume, a transcript, samples of previously completed academic work, etc. and information about the graduate program or position for which you are applying.

This form is being provided to assist you in the permission process for student recommendation and references. The form has been drafted using the sample letter provided by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and complies with the Family Educational Rights and Privacy Act (FERPA) which requires written permission before releasing student information to a third party.

This release will be kept on file for one year. If you have questions concerning confidentiality and release of student information, please contact the Registrar's Office at (607)-431-4460 or by email at registrar@hartwick.edu.