

Name of Applicant (Last Name, First Name): _____

Applicant ID Number: _____

Applicant: Inform your recommender of the application deadline for the department to which you are applying. This letter of recommendation, submitted in support of your admission to graduate study, will be kept confidential. The Family Education Rights and Privacy Act of 1974 and its amendments, and the California Information Practices Act of 1977 and its amendments, guarantee you access to educational records concerning yourself. You also are permitted by those laws to voluntarily waive that right of access.

I waive my right of access to this letter of recommendation.

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

Signature: _____ Date: _____

The following section is to be completed by the Recommender.

Recommender: Thank you for agreeing to write a recommendation in support of the above-named candidate's application for admission to the University of California, Berkeley. We encourage you to be completely candid in your letter and to **provide specific examples**, whenever possible. We greatly appreciate the time and effort that you are spending to provide us with your assessment of the applicant's abilities.

After you complete this form, you may review and confirm your responses. However, once the form is submitted, you will not be able to make any changes.

Please provide your responses on your company letterhead or stationary and attach this coversheet. The letter should be mailed directly to the School of Information at:

School of Information Admissions
University of California, Berkeley
102 South Hall # 4600
Berkeley, CA 94720-4600

Recommender's Name: _____

Position or Title: _____ School or Company: _____

Email: _____

Signature: _____ Date: _____

How long have you known this candidate?

Less than 1 year

1-2 years

3-5 years

6-10 years

More than 10 years

Please assess the candidate's overall potential for graduate study, compared to his/her peers.

Truly exceptional (Top 1%)

Outstanding (96-99%)

Superior (91-95%)

Good (81-90%)

Somewhat above average (71-80%)

Average (51-70%)

Below average (<50%)

Insufficient opportunity to observe