



University of California, San Diego
LETTER OF RECOMMENDATION RELEASE FORM

Letters of recommendation contain detailed information about the student who is the subject of the letter. This may include scores on specific exams, grades, class performance, grades from other faculty in the department, upper division GPA in the major, grades in related departments, and standardized test scores, among other things.

I consent to the release of personal and educational information about me in the letter of recommendation that I have requested from you. This authorization allows you to release all information about me within the University's possession to the recipients listed below. This authorization shall remain valid unless it is rescinded in writing.

Student's Name: _____ Student's PID #: _____

Name of individual to write the letter of recommendation: _____
(Name of faculty/staff)

I give the individual listed above permission to write a letter of recommendation to the following educational institutions, programs, application processing services, companies or individuals:

Student Signature: _____ Date: _____

Received By: _____ Date: _____
Faculty/Staff Signature

STUDENT: Complete this form and email as an attachment or deliver in person to the faculty or staff member you wish to write a letter of recommendation for you.

FACULTY/STAFF: Please keep a signed copy of this form for your records.