



# The Information School of the University of Washington

## Recommendation Cover Sheet - *Master of Library and Information Science Program*

**To the Applicant:** Under the provision of Public Law 93-380, The Family Education Rights and Privacy Act of 1974 (FERPA), a student has the right to inspect the records held by the University pertaining to that student unless the student specifically waives that right. To indicate if you are waiving this right, please check the appropriate box and sign below.

- I DO WAIVE the right to inspect this recommendation.
- I DO NOT WAIVE the right to inspect this recommendation.

Applicant Printed Name:	Date:
Applicant Signature:	

**To the Recommender:** If the person seeking this letter of recommendation has not waived the rights to inspect this letter of recommendation, the University may be compelled, under the provisions of Public Law 93-380, to allow the student to inspect it. Aside from the requirements of PL 93-380, this letter of recommendation will be held in the strictest confidence.

This applicant has asked you to serve as a reference for their application to our program. Over the years we have found that the most helpful letters of recommendation are detailed and give us **specific, concrete examples** of applicants' qualities. In a competitive admissions process, letters that do not speak to the applicant's specific qualifications will work against them.

We are open as to the structure of the letter. You don't have to write a "standard letter of reference," though you can if you like. For example, a story, vignette, or even an annotated list of their accomplishments can be just as useful if they speak directly to these qualities: *Creativity, Vision, Initiative, Flexibility, Communication skills, Commitment to diversity, Commitment to lifelong learning, Experience with technology.* Addressing a few of these attributes in detail will be more effective than addressing them all in a "laundry list."

Ultimately, we are looking for students who will become bright, dynamic innovators and leaders in their chosen field.

Thank you for your willingness to write on behalf of this applicant.

What has been your relationship to the applicant?	
How long have you known the applicant?	
Your name (please print or type):	
Your title:	
Employer (or name of institution/company):	
Email address:	Daytime phone:
Your signature:	Date:

**Please return this cover sheet and letter of recommendation by February 1 to:**

MLIS Admissions Committee, University of Washington, The Information School, Box 352840, Seattle WA 98195-2840

Note: This recommendation form is also available at <http://www.ischool.washington.edu/mlis/preapply.aspx>.