Northwestern University Career Services
File Services
620 Lincoln Street
Evanston, Illinois 60208

RECOMMENDATION FILE ACCESS WAIVER

Phone: 847.467.7534 Fax: 847.491.2573 E-mail: fileservices@northwestern.edu

I would like to establish a file of confidential letters of recommendation to be used for application to graduate school, and hereby waive my right of access to any and all confidential letters and statements which may be collected. This file and these letters will not be used to gain employment or an internship. Upon my request, I will be informed of the names of all persons submitting confidential letters of recommendation. I agree that such recommendations will be used only for the stated purpose. The recommendations will be kept on file for a period of five years from my date of graduation from Northwestern University as recorded below. Alumni opening a file for the first time: letters are kept for five years after the file is established. **I understand that the contents of my files cannot be sent to LSDAS (Law School Data Assembly Service).**

(Please Print Legibly)

Name: _____
Last **First** **Initial**

Student ID #: _____

Expected/actual date of graduation: _____

Daytime/campus phone: _____

Permanent phone: _____

E-mail address: _____

I have read, been fully informed, and understand the policies and procedures for obtaining a recommendation file with Northwestern University Career Services and will hereby honor them.

Signature: _____

Today's Date: _____