



**Graduate Studies Program, University of Virginia School of Law**  
**580 Massie Road**  
**Charlottesville, VA 22903-1738**

**COMPLETE AND RETURN THIS FORM TO THE CANDIDATE BEFORE FEB. 1, 2010.**

**Letter of Recommendation**

**TO THE CANDIDATE:**

- Complete the first part of this form. Deliver or mail this form to the person who will write your recommendation.
- Ask your recommender to seal the letter he/she has written on your behalf in an envelope, sign across the deal and return it to you.
- DO NOT OPEN the envelope or break the seal. Submit the sealed envelope to the address listed above.
- If your recommender objects to returning the letter to you, it may be mailed directly to the Law School.

\_\_\_\_\_/\_\_\_\_\_  
NAME OF APPLICANT COUNTRY

**I AUTHORIZE** the release of a candid evaluation to assist in the admission selection, and should I enroll, to be available for use by administrators or faculty in evaluating my application for employment or my candidacy for an honor award. I understand that the material will be kept confidential both from me and the public, and I waive any right of access that I might have by law. I further understand that the University of Virginia School of Law does not require me to execute this waiver and is willing to review my application without such a waiver.

\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

**I AUTHORIZE** release of a candid evaluation, but I choose NOT to waive my right to examine this letter of recommendation should I enroll as a student at the University of Virginia School of Law.

\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

**To Those Asked to Submit Recommendations:**

Recommendations should be frank and detailed. Brief letters in general terms are of little value to the Graduate Committee. The letters should state the extent of the writer's acquaintance with the applicant and the writer's opinion of the applicant's aptitude for graduate study in law. Any specific knowledge concerning the applicant's intellectual ability, character and personality should be discussed. It is particularly helpful, when possible, for the writer to compare the applicant with promising contemporaries.

Provided this applicant has signed the above waiver, you may be assured that your letter will be kept confidential from both the applicant and the public. If the applicant has chosen not to waive his or her rights under recent legislation, please be advised that following enrollment as a student at this Law School, he or she may, on request, have access to your letter.

Use university or business letterhead and envelopes for your recommendation. If you are unable to do so, please explain why.

Mail the recommendation and this form to the applicant. **PLEASE SEAL AND SIGN THE BACK FLAP OF YOUR ENVELOPE;** it will be submitted to the Law School unopened by the candidate.

**NO ACTION CAN BE TAKEN ON THIS STUDENT'S APPLICATION UNTIL THIS FORM IS RETURNED.**

\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF RECOMMENDER DATE

\_\_\_\_\_/\_\_\_\_\_  
POSITION PRINT NAME

\_\_\_\_\_  
E-MAIL ADDRESS



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