



UW

Office of the Registrar

167 Knight Hall
Department 3964
1000 E. University Ave.
Laramie, WY 82071
(307) 766-5272
Fax: (307) 766-3960
registrar@uwyo.edu

RELEASE FOR LETTER OF RECOMMENDATION

Instructions for the student: Identify the person who will complete a recommendation for you. **You will need to print, check the appropriate boxes, sign and return to the recommender to include with your letter of recommendation** (this is not intended to be an electronic form).

Instructions for the recommender: Please upload this form with your reference letter as one document into WyoScholarships. If you need assistance, please contact fa-tech@uwyo.edu.

Student Name: _____ W Number: _____

I give permission for _____ to provide a recommendation on my behalf for the purpose of scholarships or honorary awards.

This recommendation can include the following information (check all that apply):

- Any information on my UW transcript including my grades and courses taken.
- Any information on my curriculum vitae or resume.
- Any information included in my personal statement.
- Any education and other records that the recommender has or (has had) access to (including but not limited to exams, essays, term papers, teaching evaluation, etc.)

Note: Under the Family Educational and Privacy Rights Act, 20 U.S.C. 1232(g), you may, but are not required to, waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely. A waiver can be revoked in writing but only for actions occurring after the revocation.

I hereby (please check one):

- Waive my right to review this letter of recommendation.**
- Do not waive my right to review this letter of recommendation.**

Student Signature: _____ Date: _____