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# Letter Service

## Waiver Option Form

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### Candidate Section

The Family Educational Rights and Privacy Act of 1974 and University policy allows students the right to inspect their letters of reference unless they specifically waive the right. **Please indicate below your choice whether to retain or waive your right of access to this letter:**

I request a **CONFIDENTIAL** reference and waive my right to read the letter.

I request a **NON-CONFIDENTIAL** reference and hereby reserve my right to read the letter.

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

\_\_\_\_\_  
date

### Letter Writer Section

This section **must be** completed by the Letter Writer.

This letter of reference should be written on official departmental letterhead.

I agree with the candidate's choice for status of this reference letter.

\_\_\_\_\_  
signature

\_\_\_\_\_  
position

\_\_\_\_\_  
print name

\_\_\_\_\_  
department

\_\_\_\_\_  
institution

Date: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

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## Return Letter of Reference & Waiver Option Form to:

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Letter Service  
Career Center  
1156 High Street  
UC Santa Cruz, Santa Cruz, CA 95064  
(831) 459-2368 • letters@ucsc.edu