Permission Letter to Write a Letter of Recommendation

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for Professor Viva R. Horowitz to write a letter to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list places)

Professor Viva R. Horowitz has my permission to include grades and rankings in her letter.

I waive my right to review a copy of this letter at any time in the future.

I agree to provide my application essay or personal statement to Professor Viva R. Horowitz.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

(While you are filling out this form, you have the right to remove any language you do not wish to include. Your grades are protected under FERPA and I will not share them without your written permission. This form is based on a document from the Hamilton College Registrar’s office.)

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Information from Viva Horowitz:

1. Send me your list of deadlines. If you are applying for more than one place, please provide me with a spreadsheet or organized list of the places and the deadlines. Some students use Google sheets so that they may continue to edit the list after sending it to me.
2. Essay tips: <https://drive.google.com/file/d/1s-2WKS0jdjjyGF_8f_5lGi4BtAMBH8xG/view?usp=sharing>
3. Send me your application essay and other application materials. If you give me enough time, I might also help edit it. Let me know if you do or do not hope for edits.
4. We can probably make my letter stronger if we meet and talk about the application. You are welcome to schedule a meeting with me: vhorowitz.youcanbook.me.
5. My memory and notes are not perfect. Please remind me of your deadlines as they approach.
6. My memory and notes are not perfect. If there is something you are proud of that I should recall, please remind me. I want to write you a strong letter and you can help me. Anecdotes are useful.
7. My letter will be addressed “Dear Colleague”. If you would like something else (such as addressing the letter to a particular person), please request that specifically.
8. I will refer to you in the letter once by your full name and thereafter by your first name or nickname. If you would prefer a different style, such as “Ms. Student,” please let me know. Let me know your pronouns.
9. You will probably need the following information about me:

**First Name**Viva

**Middle Name**

R.

**Last Name**
Horowitz

**Title**
Assistant Professor of Physics

**Institution**
Hamilton College

**Department**
Physics

**Address**
Hamilton College
Taylor Science Center
198 College Hill Road
Clinton, NY 13323

**Telephone Number**
315-859-4366

**Email**
vhorowit@hamilton.edu