

Columbia Business School  
 Ph.D. Program  
 Columbia University  
 311 Uris  
 3022 Broadway, MC 9133  
 New York, NY 10027-6902

## Letter of Recommendation

Last name	First name	Middle name
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Under the provision of the Family Educational Rights and Privacy Act of 1974, effective January 1, 1975, you have the right, if you enroll at Columbia Business School, to review your educational records. The Act further provides that you

may waive your right to see recommendations for admission. Please indicate whether you wish to waive this right by checking the appropriate box below. The Committee on Admissions places no value on your decision on this matter.

- (a)  I waive my right of access to this recommendation form.
- (b)  I do not waive my right of access to this recommendation form.

Signature	Date
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Please send to each appraiser:

This form       A return envelope

Name of person completing this recommendation
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This form is submitted to you for an opinion on the applicant's qualifications for graduate work leading to the Ph.D. degree. The Committee on Admissions particularly requests that your letter be as informative as possible. The Committee is interested in the applicant's intellectual preparation and capacity for graduate study, motivation toward doctoral study and interest in his or her chosen field, research and writing ability, and potential as a teacher. The Committee is also interested in your evaluation of the applicant in terms of our limited fellowship

support. If the applicant requesting this evaluation has signed statement (b) or has signed neither of the statements above, this letter will be available for the applicant's examination should he or she enroll in the Columbia Business School. **Please return this appraisal to the applicant in the envelope provided, with your signature across the seal.** The applicant will then submit the sealed, signed envelope as part of the completed application packet.

Signed	Position/title
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Name and address of institution
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Date
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**TO THE COMMITTEE ON ADMISSIONS:**

*Use other side.*