

University of Dayton Graduate Academic Affairs

Request for Letter of Recommendation

The applicant named below has applied for admission to a graduate degree program at the University of Dayton. In support of his/her application, the applicant requests a letter of recommendation from you. This form indicates whether or not the applicant has waived the right to view letters sent on his or her behalf.

Mailing and other instructions are provided on the following page.

Applicant Information:

Name (First, MI, Last)	
Date of Birth	
E-Mail Address	
School/College	<input type="checkbox"/> Arts and Sciences <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Engineering <input type="checkbox"/> IMRI
Program to which you are applying	
Will you be requesting a:	<input type="checkbox"/> Teaching Assistantship <input type="checkbox"/> Research Assistantship <input type="checkbox"/> Neither

Recommender Information:

Name	
Title	
Organization/Institution	
Address Line 1	
Address Line 2	
City	
State/Province	
ZIP Code/Postal Code	
Nation (if outside U.S.)	
Phone	
Fax	
E-Mail Address	

Applicant Waiver:

I hereby WAIVE DO NOT WAIVE (check one) my right to access this recommendation and any appropriate documentation which has been submitted by the individual listed as the "Recommender" above on behalf of my application to the University of Dayton. I understand that this waiver is not required and will not have any impact on my admission, or receipt of financial aid or other benefits or services from the University of Dayton.

Name (sign, or print name and provide application email address)	
Date	



Instructions:

Letters of recommendation are required for the above named applicant's prospective degree program at the University of Dayton. At a minimum, your letter should address the applicant's ability to engage in graduate level coursework and successfully complete his/her chosen program of study. If the applicant is requesting an assistantship, your letter should also address his/her ability to perform duties (e.g., teaching, research, etc.) that will likely be assigned. We would also appreciate learning about any academic or behavioral anomalies of which you may be aware. The applicant will separately inform you if their prospective program requires other specific information.

Please pay careful attention to the decision the applicant indicated on the previous page concerning access to your letter of recommendation. If the applicant failed to indicate whether or not he/she waives his/her right to read your letter, please return the form to the student before you write the recommendation. We have informed the applicant that they have the right to read all letters of recommendation, though they are generally considered to carry more weight when the confidentiality of letter writers has been assured. You may also refuse the applicant's request for a letter of recommendation if he/she has chosen not to waive his/her right to read what you may write.

Please keep a copy of this Recommendation Waiver Form for your records. The applicant will separately send a signed copy to us. As applicable, the applicant has agreed that an electronic signature is the legally binding equivalent of his/her handwritten signature on paper, and that they will not, at any future time, claim that their electronic signature is not legally binding or enforceable.

Please send your letter of recommendation to us by one of the following means:

For U.S. domestic applicants:

Email: gradadmission@udayton.edu
Mail: Office of Graduate Admission Processing
University of Dayton
300 College Park
Dayton, OH 45469-1670

For non-US/International applicants:

Email: goglobal@udayton.edu
Mail: Office of International Admission
University of Dayton
300 College Park
Dayton, OH 45469-1671

If you have any questions, please contact us at your earliest convenience.

Best wishes, and thank you!