

University of Wisconsin Law School Graduate Programs

WAIVER FORM for Letters of Recommendation

To the Applicant: Please print your name below and then sign and date one of the two statements. **Then give this form to your Recommender with an envelope addressed to the Graduate Programs Department at the address given below for your Recommender to use.**

Applicant's Family Name (print): _____ First or Given Name _____

I waive my right of access to this recommendation letter and understand that I will not be able to see it under any circumstances.

_____ signature _____ date

I do not waive my right of access to this recommendation letter.

_____ signature _____ date

To the Person Writing This Recommendation Letter: The person named above is applying to the LLM/SJD program at the University of Wisconsin Law School. Letters of recommendation are required as part of the application and are of great importance when the Graduate Programs Committee evaluates the application. The Graduate Programs Committee appreciates your thoughtful and frank comments on this applicant's abilities. (If you have questions, you may contact us at gradprog@law.wisc.edu.) ***The review of this applicant's file cannot begin until your letter is received, so we thank you in advance for your prompt response.***

The Committee asks that the following basic contact information be included in your letter:

- Your name
- Your email address
- Your title
- Your university or company
- Your mailing address, including postal code
- Your telephone number

In your letter, we ask that you include information that tells us

- How long you have known the applicant
- In what capacity you have known the applicant (as teacher; supervisor; etc.)
- Your evaluation of the applicant's academic skills and aptitudes (such as analytical skills, creativity, oral and written abilities)
- Your evaluation of the applicant's character traits (such as intellectual curiosity, reliability, motivation, initiative, self-discipline, honesty, and so forth)
- Your overall assessment of the applicant's ability to do graduate level work and potential as a law school faculty member
- Any other information that you think will help the Graduate Programs Committee form a realistic picture of the applicant's abilities for doing graduate research and potential as a law school faculty member. Feel free to include an example of something the applicant has done that demonstrates the student's academic skills and aptitudes and/or character traits.

Letters of recommendation should be written on the **official letterhead stationery** of your school, company, etc.

Your letter should be dated and signed by you and enclosed in an envelope **with this form**.

The envelope, containing your original letter and this form, should be sealed, with your name written on the back of the envelope (across the seal). Your letter may be returned to the applicant for submission with the application or mailed to:

Graduate Programs Department

University of Wisconsin Law School
975 Bascom Mall, Room 3222
Madison, WI 53706-1399

Thank you!