

**COLUMBIA UNIVERSITY  
SOCIETY OF FELLOWS IN THE HUMANITIES  
REFERENCE LETTER FOR FELLOWSHIP 2005-2006**

**A. TO THE APPLICANT**

Please complete section **A** below and then give one of these forms to each of the sponsors you select. Letters of recommendation should be separately prepared and stapled behind this form. For the convenience of your sponsors, please include a stamped envelope addressed to: The Director, Society of Fellows in the Humanities, Heyman Center--Mail Code 5700, Columbia University, 2960 Broadway, New York, NY 10027.

**YOUR NAME** \_\_\_\_\_

**YOUR ADDRESS** \_\_\_\_\_

**NAME OF ACADEMIC SPONSOR** \_\_\_\_\_

As you may know, under U.S. Public Law 98-380 as amended by 93-568 (known as the Buckley Amendment), you have the right to inspect files that your various schools may keep concerning your admission and progress in residence. Should you be awarded a fellowship, your files here will be opened to your inspection upon your written request.

Some instructors or employers, in preparing evaluations of students whom they know, would prefer to preserve the confidentiality of any statements they make. In order to elicit the most candid evaluations possible from your sponsors who prefer to write confidential letters of recommendation, we offer you the opportunity of signing the waiver below.

Your decision not to sign the waiver will not prejudice your chances for a fellowship.

**WAIVER**

I agree to respect the confidentiality of all letters of recommendation written in support of my application for a teaching fellowship in the humanities. I herewith waive all rights to view, inspect, or read the letter, or copies thereof, at any time.

\_\_\_\_\_  
Signature of Applicant

**B. TO THE ACADEMIC SPONSOR**

This form is submitted to you for an opinion of the applicant's qualifications for postdoctoral teaching and research. We are interested in your appraisal of the applicant's potential for success as a scholar and teacher at the university level. Statements comparing the applicant with other scholars at the same or a more advanced career stage are especially helpful. Please prepare your letter of recommendation separately and staple it to the form. **THIS LETTER MUST BE POSTMARKED NO LATER THAN OCTOBER 1, 2004.**

Please also note that if the applicant has signed the waiver above, we will undertake to preserve the confidentiality of the letter of recommendation you write on his or her behalf. The waiver in no way affects the rights of the applicant to inspect the files that we may keep should he or she become a member of the Columbia Society of Fellows in the Humanities. However, if the waiver has been signed, your letter will be removed from the file and withheld from the applicant during his or her inspection of the file.

( ) Please check if this letter may be used by the Office of the University Placement if the applicant becomes a Fellow in the Humanities.

**NAME (Signature)** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**INSTITUTION** \_\_\_\_\_ **DATE** \_\_\_\_\_