

RETURN THIS PAGE TO PREPROFESSIONAL OFFICE

PROXY DESIGNATION

Please keep in mind that there may come a time when you wish someone else to inform this office that you are unable to make a request for your letters to be released to a school. No one (including parents) can authorize the release of your file without your written permission. For example, you might be out of the country when such a request is needed, or unable to access e-mail, phone, fax machine or to send a request by mail. In that case, it is in your best interest to carefully determine now whether you wish to appoint a proxy to handle your file in case a future circumstance would prevent you from making the request for handling your file yourself. **If so, you must sign the following statement.**

I do hereby appoint a proxy to handle my file and to request that letters of recommendation be sent, or that the names of recommenders of letters in my file be provided to that proxy. I understand that if I have waived my right to have access to confidential recommendation letters in my file, the contents of those letters cannot be provided to a proxy I am designating. If the letters are non-confidential, and I have not waived my right to have access to them, the contents may be provided to my proxy. I provide here the name, current address and phone number of the individual(s) I am hereby appointing.

Name and Relationship	Address and Phone
Name of Proxy # 1 _____ Relationship to me: _____	Street _____ City _____ State _____ Zip Code _____ Phone number _____
Name of Proxy # 2 _____ Relationship to me: _____	Street _____ City _____ State _____ Zip Code _____ Phone number _____
Name of Proxy # 3 _____ Relationship to me: _____	Street _____ City _____ State _____ Zip Code _____ Phone number _____

Signature

Date