

RETURN THIS PAGE TO THE PREPROFESSIONAL OFFICE

RELEASE AUTHORIZATION

Under Federal Law, I have the right to inspect, review, and obtain copies of letters of recommendation and other materials in my credentials file, except those for which I have waived my right of access. This right of access applies only to letters received after January 1, 1975 (Buckley Amendment).

The contents of PreProfessional files are maintained and used for the sole purpose of seeking admission to professional medical or health sciences schools, programs, and in support of related medical field scholarship applications. They may not ever be used in the application process for general employment or graduate programs other than those in the health fields. **Credentials files will not be sent to any other third party.** All letters of recommendation placed on file with this office become the property of the PreProfessional Advising and Credentials Office. Original contents of files will not be released to me at any time. If letters are specifically non-confidential and I have not waived my right to access, I may be provided with a copy of such letters, providing I have paid the appropriate fee for the copies. If I am accepted to a medical program or school, unless I have explicitly NOT waived my right to access to the letters in my file, I understand that I may not ever obtain or view a copy or originals of the contents of my file. If I have waived the right of access to letters of recommendation in my file and they are confidential, they will remain so, and are not subject to becoming *non-confidential* if I am accepted to a medical school or program.

I understand that I may not ask a representative of the PreProfessional Advising and Credentials Office to make any evaluation or recommendation about which letters to send, or describe the contents of any letter as favorable or unfavorable. A representative of the office will, however, if asked, in general terms, say whether a recommendation letter is typed or handwritten, and describe its approximate length.

If additional forms or documents from the school to which I am applying need to be completed by the University of Colorado, I will submit them to the PreProfessional office. If a school I am applying to requires one, I may also request a Dean's Statement from the PreProfessional Advising and Credentials Office, and I will fill out the request forms and pay the additional **\$5.00** fee for this service. Charges for other special services (FAX, Overnight Express, etc.) for sending packets are described on the PreHealth website. Fees are subject to change without notice. All PreProfessional students will be required to follow the current policies and procedures.

We do not accept credit cards. Payment by check is preferred. **Please make your check payable to CU-Boulder.** We will also accept cash if you are paying in person (please do not send cash in the mail), but prefer payment by check so that there will be a record for both the student and the office.

I UNDERSTAND THAT ONCE MY CREDENTIALS FILE HAS BEEN ESTABLISHED OR REACTIVATED, SHOULD THERE BE FIVE (5) CONSECUTIVE YEARS IN WHICH THERE IS NO ACTIVITY, MY FILE WILL BE DESTROYED.

I have read and understand the above policies. I authorize the PreProfessional Advising and Credentials Office at the University of Colorado – Boulder to release my letters of recommendation to professional schools and programs considering me for admission, and/or to related scholarship offices.

Signature

Date