Mentored Doctoral Fellowship
Letter of Recommendation Form

Directions: Submit the completed form and letter of recommendation together.

Section I. To be completed by the applicant

Student Name: _____________________________________________________________________ Student ID #: __________ Date: ______________________

Under the Family Educational Rights and Privacy Act (FERPA), students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right to review. You have the option of (1) signing the waiver or (2) declining to do so.

☐ I expressly waive any rights to access this letter of recommendation under FERPA.

Student Signature: ___________________________ Date: _____________________________

☐ I do not agree to the waiver above.

Student Signature: ___________________________ Date: _____________________________

Section II. To be completed by the recommender

The student who has requested a recommendation from you is applying for the UCCS Graduate School Mentored Doctoral Fellowship. We ask that you address your letter to “UCCS Scholarship Selection Committee.” Please include within your letter the following content:

- The quality of the applicant’s academic and professional achievements
- How the applicant is meeting and exceeding expectations of their graduate program
- Confirmation of the applicant’s advanced standing in their graduate program (i.e. completion of comprehensive examination)

Recommender Name: ___________________________ Title: _____________________________

Recommender Signature: ___________________________ Date: _____________________________

Submit this letter on or before the scholarship deadline in person, by mail, or email. Postmarks and faxed letters will not be honored. Scanned and emailed letters will be accepted at scholarships@uccs.edu. A confirmation of receipt will be sent within three business days if emailed.

Office of Financial Aid, Student Employment and Scholarships
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