



Brooklyn Law School

ESTABLISHED 1901

Faculty Recommendation Form

For Office Use Only

Access Waived

Access Not Waived

TO THE APPLICANT:

Candidates registered for the LSDAS Letter of Recommendation Service need not utilize this form nor need they send duplicate letters to the Law School. However, if you are having any letters sent directly from the writer to the Law School, you are required to complete the first section of this form (please print), and either part A or part B of the waiver section. Then, **ask those faculty from whom you have requested recommendations to utilize this form (or a photocopy of it)**. Brooklyn Law School requires that at least two (2) faculty letters of recommendation be submitted as part of the application. If you have graduated and been out of school for several years or more, you can ask an employer or other individual *who knows your intellectual abilities* to fill out one of the faculty recommendation forms. Please bear in mind, however, that we are primarily interested in an evaluator's judgment about your potential for academic success in law school. In such cases, Brooklyn Law School expects candidates to recognize how valuable such references are to the Admissions Committee in its assessment of the intellectual contribution a candidate will make in the classroom. If your college or university provides its own centralized letter service for candidates applying to law schools *and* its cover letter states unequivocally whether or not you have waived access to the recommendations in your packet, you need not utilize this particular form.

Applicant's Name

Social Security Number

LSAC Account Number

Faculty Recommender's Name

Under the provisions of the *Family Educational Rights and Privacy Act of 1974*, you are guaranteed the right of access to the contents of this recommendation form upon your matriculation here as a student. It has been the experience of the Law School, however, that the persons to whom you deliver this form may find it difficult to be candid concerning your qualifications unless the evaluation can be accepted by the Law School in confidence. Accordingly, you are requested to indicate below, prior to delivering this form to the persons who will complete it, whether or not you wish to waive your right of access to this letter when completed.

PLEASE SIGN AND DATE ONE OF THE FOLLOWING STATEMENTS:

A. *I hereby waive* my right of future access to this recommendation and authorize the above-named evaluator to provide Brooklyn Law School with all appropriate assessments and information that may be required in support of my application. I understand that no school or individual can require me to waive my right of access to this recommendation. I understand that I may or may not make such a waiver, as I choose. This waiver is voluntary.

Signature

Date

B. *I do not waive* my right of future access to this recommendation but authorize the above-named evaluator to provide Brooklyn Law School with all appropriate assessments and other relevant information that may be required in support of my application.

Signature

Date

TO THE EVALUATOR:

The individual named on the reverse side of this form is applying for admission to Brooklyn Law School. Provided the candidate has opted to sign part A in the above waiver, you may be assured that your comments will be kept confidential both from the applicant and the public. If the candidate has selected part B, choosing not to waive the applicant's rights, please be advised that under federal law, following enrollment as a student in this law school, this person may have access to your comments upon request.

WITH REGARD TO CONTENT:

Since most of our applicants present fine college records and competitive test scores, recommendations which comment generally on these factors only are not particularly helpful to the Committee on Admissions. On the other hand, recommendations that candidly discuss an applicant's specific qualifications and accomplishments will materially aid the Committee.

Based on our experience, those recommendations which have been most informative in this application review process answer most, or at least many, or the following questions: (1) What is your relationship to the applicant? (2) Can you comment on the applicant's analytical and expressive abilities, study habits or personal motivation? (3) What special interests, personal qualities or background distinguish this applicant from others? (4) What observations do you have of the character and integrity of the applicant? (5) What relevant insights might you be able to offer regarding this candidate *which are not likely to be available from other sources*? (6) How does this applicant compare with other promising contemporaries? (7) How would you assess this applicant's academic promise in a rigorous professional program? (8) If the applicant engaged in any undergraduate or graduate research under your guidance, what was the nature of the work and what is your evaluation of the applicant's performance? (9) Are you aware of the applicant's contribution to the college or community in nonacademic endeavors?

SUBMIT THIS FORM AND YOUR RECOMMENDATION USING ONE OF THE FOLLOWING PROCEDURES:

- (a) you may return these documents directly to Brooklyn Law School at the address shown below; or
- (b) you may give these documents to the centralized evaluation service (if one exists) at the candidate's college; or
- (c) you may return these documents to the candidate in a sealed, countersigned envelope for submission at the time of application to Brooklyn Law School.

Office of Admissions, Brooklyn Law School, 250 Joralemon Street, Brooklyn, NY 11201.