



**BOSTON UNIVERSITY DEAN ELSBETH MELVILLE SCHOLARSHIP**

*Request for Letter of Recommendation*

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***Name of applicant, typed or printed.***

**Instructions to the applicant:**

Please distribute reproductions of this form to persons whom you have asked to furnish letters of recommendation. Please sign one of the following statements: (It should be noted that the options indicated pertain only to the access, which might be accorded to a student to materials in college or university files. Applicants have no claim to letters written on their behalf, which are in possession of the University Fellowships and Scholarships Committee.)

I hereby forgo any claim to access to letters of recommendation written on behalf of my application for a Dean Elsbeth Melville Scholarship.

(signed) \_\_\_\_\_

I do not wish to forgo claim to access to letters of recommendation written on behalf of my application for a Dean Elsbeth Melville Scholarship.

(signed) \_\_\_\_\_

**Information for the person from whom a letter of recommendation has been requested:**

The person whose name is given above is an applicant for a Dean Elsbeth Melville Scholarship. The University Fellowship and Scholarship Committee will be grateful if you will provide a frank statement regarding this applicant's qualifications. The Committee will have available for study a copy of the applicant's academic transcript, a statement of extracurricular activities and interests, and an autobiographical essay. Detailed information, which can enrich the Committee's understanding of these records, will be especially welcomed.

Applications will be judged on their excellence of scholarship, high moral character and personal integrity, contribution to the life of Boston University, and potential usefulness in their chosen fields.

If the person whose name is given above has also asked you to recommend her for a Harold C. Case Scholarship, please supply a separate letter of recommendation for each competition.

**The University Fellowships and Scholarships Committee will begin evaluation of the credentials in mid February. Letters of recommendation including this form must be submitted to the University Fellowships and Scholarships Committee, 143 Bay State Road, Boston, Massachusetts 02215 by Friday, February 14, 2003. No assurance can be given that the Committee will be in a position to make use of letters received after that date. The Committee deeply appreciates your help in this matter.**