

Great Lakes Colleges Association, Inc.

New York Arts Program

Faculty recommendation form

305 West 29th Street New York, New York 10001

Tel: 212.563.0255

Fax: 212.563.0256

www.nyartsprogram.org

Student applicant

Complete and sign two copies of this form and give them to the people writing your letters of recommendation. At least one letter should come from a faculty member in the field you are pursuing. It is your responsibility to see that your recommendations are forwarded to the Program before the application deadline. Some schools have an off-campus study policy that requires all application materials, including recommendations, be returned to your off campus study office. Others may require you to send your application materials directly to the Program. Please specify any instructions and/ or deadlines for the person writing your letter below, and if necessary provide the letter writer with a stamped, addressed envelope in addition to this form.

In accordance with the terms and provisions of the Family Educational Rights and Privacy Act of 1974, section 438, I hereby (check one): have___ have not___ waived my right of access to this recommendation.

Student name _____ signature _____ date _____

Letter writer

This student is in the process of applying for admission to the New York Arts Program and is asking you for a recommendation. Please feel free to use the reverse side of this form, or to staple this form to your stationery or letterhead.

Besides determining this student's merit as an applicant to the Program, your letter and the student's resume will be forwarded to arts professionals who are potential internship sponsors in New York, should the student be accepted. If you feel it is important to make any confidential comments concerning this student, to be read only by the student's New York Arts Program faculty advisor, please feel free to call or to include a separate note.

In your letter please address this student's level of preparedness for the work he or she is pursuing. If possible, please comment on such qualities as this student's resourcefulness, maturity, adaptability, reliability, and thoroughness. Your insight concerning this student's knowledge of the area he or she is pursuing, as well as his or her responsiveness, are issues that will likely come up during the student's interview for an internship.

This student has left you the following instructions for submitting this letter. If the student has waived access to your recommendation in the box above, please seal this recommendation in an envelope and sign your name across the flap before returning it to the student or forwarding it to us. Thank you.

Instructions for the return of this recommendation: