Dear Applicant: Please give this form to someone who knows your academic background and progress, i.e. a teacher (preferably someone in the area of your summer course of study) or counselor. Letters written by family members and friends are not appropriate and will not be accepted. Be sure to give the recommender plenty of advance notice and time to write this letter.

In addition, you have the right to choose whether or not you waive the right to see your letter of recommendation. If you choose to waive this right, the recommender will not disclose the contents of his/her recommendation.

Please fill out the top section of the attached form, prior to giving it to your recommender.

Dear Recommender: This applicant is applying for the UC Berkeley Summer Sessions Pre-Collegiate Program. The Pre-Collegiate Program offers individuals the opportunity to join the community of more than 250 high school students who spend their time enjoying a summer at Berkeley. These students will be able to take advantage of Berkeley courses, co-curricular events, and workshops planned specifically for them.

In order to participate, applicants need a letter of recommendation from someone they feel knows them and their academic background; this applicant has chosen you. Please complete the form below. We value your honest feedback and thank you for taking the time to do this.

When you have completed the form, please either send it as a PDF attachment to Randeep Kullar at rkullar@berkeley.edu or fax it to 510-642-2877, Attn: Randeep Kullar. This letter may also be sent via postal mail either directly from the high school, or from your home to:

Berkeley Summer Sessions Office
Attn: Randeep Kullar
1995 University Avenue
Berkeley, CA 94704-7026

If you feel comfortable doing so, you may also give the letter back to the applicant and have them electronically upload it to the Summer Sessions online database called MySummer. Students will have received information about this when they applied for the program.

Deadline Reminders: The deadline to apply and receive all supporting documents is June 3, 2011.
UC Berkeley Summer Sessions Pre-Collegiate Program  
Letter of Recommendation Form

Name of Applicant: ________________________________________________ (Last, First, Middle)  
High School: __________________________ City: __________________ State: ________

This letter of recommendation, submitted in support of your admission to the UC Berkeley Summer Sessions Pre-Collegiate Program, will be kept confidential. The Family Education Rights and Privacy Act of 1974 and its amendments, and the California Information Practices Act of 1977 and its amendments, guarantee you access to educational records concerning yourself. You are also permitted by those laws to voluntarily waive that right of access.

☐ I waive my right of access to this letter of recommendation from __________________________________________________________
   (Name of recommender)

☐ I do NOT waive my right of access to this letter of recommendation from __________________________________________________________
   (Name of recommender)

Applicant's Signature ___________________________ Date ______________________

Name of Recommender: ________________________________________________ (Last, First, Middle)  
Job Title: __________________________ School/Employer: __________________________

Email address __________________________________________ Phone ________________

How long and in what capacity have you known the applicant? __________________________________________________________

Please answer the following questions about the applicant on a separate sheet of paper:

1. Based on your experiences with this applicant, please comment on his/her aptitude, preparation, and potential for work at the college level.

2. Why do you think this applicant would benefit from this program?

3. Please comment on the applicant’s character, integrity, and any other relevant personal characteristics.

4. Is there anything else that you would like us to know about this applicant (i.e. does he/she participate in extra-curricular or leadership activities, etc.)?

Recommender’s Signature ___________________________ Date ______________________

Please send this letter as a PDF to Randeep Kullar at rkullar@berkeley.edu,  
Mail to: Berkeley Summer Sessions Office, Attn: Randeep Kullar, 1995 University Avenue Berkeley, CA 94704-7026, Fax to: 510-642-2877 Attn: Randeep Kullar OR Return it to the applicant to upload onto MySummer  

Last updated 2/7/2011