



### Scholarship Reference Letter Request

Scholarship applicants may use this form to request a letter of recommendation from Political Science faculty for departmental scholarship applications. It is the responsibility of the applicant to ensure that letters of recommendation reach the department office by the application deadline. We recommend that requests for letters are submitted to faculty at least two weeks in advance.

Student Name \_\_\_\_\_

UO Student ID# \_\_\_\_\_

Email Address \_\_\_\_\_

I request that \_\_\_\_\_ serve as a reference for me.

Scholarship applying for (check one):

\_\_\_ Alanson H. Kleinsorge Political Science Scholarship

\_\_\_ Michael and Libby McCaslin Scholarship

Under the Federal Family Educational Rights and Privacy Act of 1974 and the UO Student Record Policy, registered students have the right to inspect their records, including letters of recommendation. To indicate that the letter of recommendation will be confidential and that you waive your right of access, you may do so by checking the appropriate box below. You are not required to execute this waiver.

I will have access to this recommendation.

I waive access to this recommendation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO THE FACULTY:** Return this form to the Department of Political Science with your letter no later than **Friday, April 19, 2019**

- A letter of recommendation for the *Alanson H. Kleinsorge Scholarship* should address how the student is making an effort to demonstrate their ability to meet class expectations, improve grades, and is on a trajectory to being a great student.
- A letter of recommendation for the *Michael & Libby McCaslin Scholarship* should address the overall quality of the student’s academic work, commitment to learning, and the potential for further academic achievement.

**Application deadline: Friday, April 19, 2019**