



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

College of Arts and Letters

Department of English

John Cleman Graduate Fellowship Recommendation Form

Part A: TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____

This confidential statement is being obtained as part of a scholarship/fellowship selection process in the Department of English at California State University, Los Angeles. It will be received and maintained in confidence. You may inspect this letter unless you have voluntarily waived this right by signing below to affirm the following statement:

"I understand that, under the Family Educational Rights and Privacy Act of 1974, I have a right to inspect letters of recommendation and that this right may be waived if I so choose, although such a waiver must be voluntary and cannot be a condition of admission, employment, or award. I hereby expressly waive any and all rights of access to this letter."

Signature _____ Date _____

Part B: FOR THE RECOMMENDER

This individual is applying for a scholarship/fellowship in the Department of English at Cal State LA. Your comments will be an important part of the selection process. Please keep in mind that the applicant cannot be considered for a scholarship/fellowship award until your recommendation is on file. In your letter, please

- let us know how long you have known the applicant and in what capacity;
- be as specific as possible about the applicant's academic performance;
- if appropriate, mention the applicant's motivation and initiative.

If you return the letter and this form to the student, please place both the letter and this form in a sealed envelope and sign across the envelope seal. Otherwise, please mail your letter and this form to

Cleman Fellowship
Department of English
Cal State LA
5151 State University Dr.
Los Angeles, CA 90032-8110