

Manhattan School of Music Recommendation Form 2012-2013



SECTION 1: APPLICANT, PLEASE COMPLETE SECTION 1

Manhattan School of Music requires two letters* of recommendation for all applicants except for Doctoral applicants, who must submit three recommendations. Give this form to those most familiar with you academically and musically. The recommender can submit the form directly to the Office of Admission. Your application is not considered complete until we receive all required recommendations. Please indicate to the recommender that they must include your complete, full name and major field of study on his/her letter.

*For freshmen applicants, one recommendation letter *MUST* be from the guidance counselor.

1. **Applicant's Name:** _____

2. **Major Field of Study:** _____

3. Letter of Recommendation Waiver Statement

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you will have access to the information provided in letters of recommendation unless you waive the right to future access to these letters. By waiving the right to access letters of recommendation, you enable your recommender to provide Manhattan School of Music with a frank portrait of you and your abilities. Please check the appropriate box below based on whether or not you want to have future access to your letters of recommendation.

- I waive my right to future access to letters of recommendation.
 I do not waive my right to future access to letters of recommendation.

4. **Signature of Applicant:** _____

Date: _____

SECTION 2: FOR THE RECOMMENDER

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information provided unless he or she has waived the right to access the letter by checking off and signing the statement above. The program for which this person has applied is a professional program requiring thorough preparation as a musician. Your frank response to the following will be sincerely appreciated. This recommendation must be received by the deadline indicated above.

1. Recommender Information

Name of Recommender: _____

Position or Title: _____

Institution: _____

Email Address: _____

Telephone #: _____

How long have you known this applicant?: _____

Please attach your recommendation written on **official letterhead** to this form. Please explain the capacity in which you know the applicant. We are interested in your honest appraisal of his or her abilities and strengths as a musician and any other additional information that would be helpful to our Admissions Committee. Please indicate the complete, full name and major field of study of the applicant in your letter.

2. **Signature of Recommender:** _____

Date: _____

3. Manhattan School of Music requests that you place your recommendation letter in a **sealed envelope** and give to applicant to submit with other application materials, or mail directly to the address below:

Manhattan School of Music
Office of Admission
120 Claremont Avenue
New York, NY 10027

Questions?: admission@msmny.edu