



CLEVELAND INSTITUTE OF MUSIC

Letter of Recommendation

Attention Applicant

Please give this form to your recommender after providing the following information appropriate to you.

I am applying for admission to the Cleveland Institute of Music in the following program and major:

Program _____

Major _____

Federal law gives students the option of waiving their right to see specific letters of recommendation. If you, the applicant, sign the following waiver, it will be assumed that this letter may not be reviewed by you.

In accordance with the Family Education Rights and Privacy Act of 1974, I waive my right to review this letter.

Printed name _____

Signature _____ Date _____

Attention Recommender

CIM has a strict standard of confidentiality regarding letters of recommendation. Faxed or emailed letters are not accepted and will be discarded. To be sure your recommendation is credited properly, place this completed document along with your letter of recommendation in an envelope that bears your return address, sign your name over the flap of the sealed envelope, and mail to:

Cleveland Institute of Music, Admission Office
11021 East Boulevard, Cleveland, OH 44106

Printed name _____

Signature _____

Email address _____

Relationship to applicant _____

Address _____

Date _____ Phone _____

Please check the appropriate rating below as a general indication of the applicant's position relative to other students in your experience. **Be sure to attach a written evaluation as well; a rating alone will not qualify as a letter of recommendation.** In your written statement, please indicate how long you have known the applicant as well as any particular strengths or weaknesses that might bear on the applicant's ability to complete the program indicated. The deadline for receipt of letters is December 1 (Fall admission) or October 1 (Spring admission).

___ Poor (below 50%)

___ Fair (50-75%)

___ Good (75-90%)

___ Excellent (90-95%)

___ Outstanding (95-100%)