

**UNIVERSITY OF TOLEDO
THE EXECUTIVE MBA PROGRAM**

**Letter of Recommendation and Optional
Waiver of Right of Access to Information**

To the Applicant:

Please print your full name below and give to the person providing your letter of recommendation (note optional waiver statement below).

Applicant's Full Name (print or type)

Recent legislation affords to applicants the right of access to appraisals submitted in support of their applications if the school retains these appraisals. You may choose to waive this right. Whether or not you waive your right of access is entirely your decision. However, it is possible that some persons may be more guarded and less candid in their evaluations if they know you may read them than if you waive your right and they know that their appraisals will remain confidential. For this reason we are providing you with the option of waiving this right if you so desire. Please note that your decision concerning this option will not affect our consideration of your application. If you choose to waive your right of access to this evaluation, please sign your name on the line below.

Waiver:

Applicant's Signature

Date

To the Recommender:

The person named is applying for admission to The Executive MBA Program at the University of Toledo, and has requested that your letter of recommendation be included as part of the information on which our Admissions Committee will base its decision. Under 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 the right to such access has been waived. Your assistance to the Admissions Committee by providing responses to the following questions will be sincerely appreciated.

How long and in what connection have you known the applicant? (If in business, please specify organizational relationship.)

What do you consider to be the talents or strengths of the applicant?

What work-related characteristics do you consider to be in need of improvement?

Please add any other information about the applicant's communication skills, intellectual, quantitative, and leadership abilities or any data that would help the Admissions Committee make its decision.

I understand that **the applicant may have access to this information unless said applicant has signed on the previous page.**

Signature of Recommender: _____

Name of Recommender (please print): _____

Position or Title: _____

Business or Other Organization: _____

Address: _____

Phone No.:(_____) _____

Date: _____

Please mail this form directly to:
The Executive MBA Program
College of Business Administration
The University of Toledo
2801 W. Bancroft St., MS 103
Toledo, OH 43606