



CLEVELAND INSTITUTE OF MUSIC

LETTER OF RECOMMENDATION

Attention Applicant

Please give this form to your referee after providing the following information appropriate to you. If you prefer, your referee may download and print this form online at www.cim.edu/download/colAdmisLetterRec.pdf.

I, _____, am applying to the Cleveland Institute of Music for admission to the

applicant name

_____ in _____

program

major

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

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

Signature _____ Date _____

Attention Referee

CIM has a strict standard of confidentiality regarding letters of recommendation. Faxed or e-mailed letters are not accepted and will be discarded. To be sure your letter is credited properly, please place this completed document in an envelope that bears your return address, sign your name over the flap of the sealed envelope, and return the envelope to the applicant, who will collect all such supporting documents and forward them to the CIM Admission Office.

Name of person submitting the recommendation _____

please print or type

Signature _____

E-Mail address _____

Relationship to applicant _____

Address _____

Date _____

Phone _____

Please provide a written evaluation on the reverse side of this form as well as a general rating of the applicant relative to other students in your experience. A rating alone will not qualify as a letter of recommendation; you must also provide a 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 satisfactorily complete the program indicated. The due date is January 2 (for Fall admission) or October 1 (for Spring admission).

Poor below 50% Fair 50-75% Good 75-90% Excellent 90-95% Outstanding 95-100%

Table with 5 empty columns for rating selection.