

LETTERS OF RECOMMENDATION

All letters of recommendation that you wish to place on file as part of your permanent record must be accompanied by a properly completed recommendation waiver form, available online at pfoho.org and in the Resident Dean's Office.

If you wish to have copies of letters from your file sent elsewhere, you must:

1. deliver a stamped, addressed envelope for each destination; return address should be:

Office of the Resident Dean
Pforzheimer House, Harvard University
56 Linnaean St.
Cambridge, MA 02138

2. include a written request indicating your name, class, and the date, and specifying which letters are being sent to which destination,
3. allow at least one full week for any letter to be sent.

Please note: Harvard College policy dictates that any letters to which you have waived access must be mailed directly to the recipient (admissions committee, fellowship committee, potential employer, etc.), separate from any materials you may have to send. Exceptions cannot be made to this rule, so please plan accordingly. In the event that application instructions require you to submit all materials together, you may submit an envelope containing all other materials to the Resident Dean's Office. Your letters will be added and the entire packet will be mailed.