



## Letter of Recommendation

Office of Admissions  
18618 Oxnard St.  
Tarzana, CA 91356

You may use this form to submit your letter recommendation but it is **NOT** required:

### **THIS SECTION TO BE COMPLETED BY APPLICANT**

Applicant's name, as given on the application:		
_____	_____	_____
Last	First	Middle
E-Mail: _____ Phone: _____		
Applicant for the term beginning _____		
Month/Year		
<i>Applicant's statement: I understand this letter of recommendation is to be received and maintained in confidence by Columbia College Hollywood. I hereby expressly waive any and all rights I might have of access to this evaluation under the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and any/or all other laws, regulations or policies. I understand the rights I am waiving include, but are not limited to, the right to inspect and review this letter; the right to have a copy of this letter made for my use, and the right to request an amendment of this letter. (The alternative selected will not affect consideration of the application for admission).</i>		
Signature of Applicant: _____ Date: _____		

### **THIS SECTION TO BE COMPLETED BY THE RECOMMENDER**

The person named above is applying for admission to Columbia College Hollywood. Please complete this form, attach it to your Letter of Recommendation and mail directly to the CCH's Office of Admission at the address above.

The most useful letters of recommendation address the following points:

- How long you have known the applicant and in what capacity;
- Your observations of the applicant's readiness for Undergraduate studies, with particular reference to the intellectual qualities, pertinent personality characteristics and interest in Cinema and/or TV production.
- Your personal impressions of the applicant's intellectual ability, personal character, and quality of academic and extracurricular work.

Recommender's Name: _____		Position/Title: _____	
E-Mail: _____		Phone: _____	
Signature of Recommender: _____		Date: _____	