



## **Executive MBA Program** **Waiver of Right to Access**

**To the Applicant:** Please complete all sections of this form. Upon completion please print and sign at the bottom. Please present this form along with the Sponsorship Form to the individual whom you have asked to sponsor you as part of your Executive MBA program application requirements. Note: Admission to the EMBA program requires two (2) letters of recommendations OR one letter of recommendation AND the sponsorship form.

### **Information to be completed by applicant:**

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#### ***Applicant's Information:***

Name:

Date of Birth:

Social Security Number (Optional):

Address:

#### ***Sponsor's Information:***

Name:

Title:

Company:

Address:

Phone:

Email:

**IMPORTANT:** At least one direct contact number must be supplied for verification purposes.

#### ***Applicant's Waiver of Right to Access***

The Family Education rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission, employment, or receipt of honors to waive his or her right of access to confidential letters or statements written in his or her behalf if the recommendation is used solely for the purposes of admission, employment, or the receipt of honors and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. The University does not require that you make such a waiver as a condition for admission or award of fellowship or associateship. However, under the legislation you have the option of signing such a waiver as follows:

I hereby waive / do not waive my right of access to this recommendation and any appropriate attachments which have been written by (insert name of recommender) on behalf of my application to the Graduate School of Business, Xavier University, and for award of a fellowship or associateship, if applicable. This waiver is effective insofar as the recommendation is used solely for the purpose of admission or award of fellowship or associateship, if applicable.

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Applicant's Signature

Date