

The Ezra Stiles Dean's Office provides a dossier service which keeps recommendations on file for Ezra Stiles students and alumni.

To place a recommendation on file, follow these steps:

1. Ask McKenzie for a recommendation release form or access the form via the ESDO [website](#).
2. Fill out the top part of the form and give the release form to your recommender, along with the email address for the Ezra Stiles College Dean's Office (mckenzie.granata@yale.edu, cc: nilakshi.parndigamage@yale.edu), or a stamped, addressed envelope (P.O. Box 208218, 302 York Street, New Haven, 06520-8218).
3. Tips for information to include when requesting a letter of recommendation can be found on the ESDO [website](#).
4. Have her/him write the recommendation, attach the release form to it, and send it to the Ezra Stiles Dean's Office via email, U.S. mail, or campus mail. **We will not accept a recommendation from you.**
5. Once we receive the form and the recommendation we will create a file for you, which is separate from your academic file.

We will send out recommendations, along with a cover letter explaining our service, at your request.

To have recommendations sent:

1. Give a written request with your signature to the Ezra Stiles College Dean's Office
2. State clearly which recommendations you want sent, and where.
3. Provide addressed envelopes with proper postage for each address.
4. If you graduated more than one year ago, enclose \$5.00 for each address, no matter how many recommendations we are sending to that address.