



UNIVERSITY OF
CALGARY

Reference Letter Consent Form

To be completed by applicant and given to referee for REFEREE'S records.

ATTENTION REFEREE:

KEEP this REFERENCE LETTER CONSENT FORM as evidence of the student's consent for you to disclose personal information.

Please do **NOT** return this form to the student or send it to the graduate program to which the student is applying

I, _____ request that

(name of student)

(name of referee)

write an academic reference or respond to a reference check on my behalf.

I understand that in order to write the reference,

(name of referee)

will need to comment on grades and personal characteristics relating to my academic performance and/or employment history.

I agree to the disclosure of my personal information to all requests for references.

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(Student Signature)

Date

This consent will be effective for one year past the signature date.

Please note that this form does not authorize the university to provide the referee with information about the student recorded beyond that which is part of the public record. The applicant must provide the referee with a program summary or transcript, if comments regarding overall performance, e.g., ranking or grade point average, are to be included in the reference.