



UNIVERSITY OF  
CALGARY

### Student Records Reference Letter Request Form

I, \_\_\_\_\_ request that \_\_\_\_\_ write a letter of reference or respond to a reference check on my behalf.

I understand that in order to write the **reference** letter or **provide a verbal reference** \_\_\_\_\_ will need to comment on grades and personal characteristics relating to my academic **performance** and /or employment history.

I agree to this disclosure of my personal information:

\_\_\_\_\_ Only to the following or potential employers:

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\_\_\_\_\_ To all requests for references.

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

(If this form is not signed, a **reference will not be provided.**)

This information is collected under the authority of and in response to the Freedom of Information and Protection of Privacy Act. It is required to respond to the request. If you have any questions about the collection or use of this information, contact the Information and Privacy co-ordinator at the University Archives, MLT 1218, 220-3602.