



**Student Records
Reference Letter Request Form**

This form is to be retained by the referee as confirmation of the request for a reference. It should not be returned to the student or sent to the graduate program to which the student is applying or to potential employers.

I, _____ request that _____ write a
(name of student) *(name of referee)*
letter of reference or respond to a reference check on my behalf.

I understand that in order to write the letter of 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 this disclosure of my personal information:

Only to the following schools or potential employers

A signature on this form does not give the University authorization to provide the Referee with any information regarding the Student's record. The Student must provide the Referee with a Program Summary or Transcript if comments regarding overall performance (e.g., GPA or ranking) are to be included in the reference.

To all requests for references

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

Signature: _____ Date: _____
(Student signature)

(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.