



Honors College  
P. O. Box 1420  
Lumberton, NC 28360  
honors@robeson.edu

## **Honors College Reference Letter Instructions**

*To the Writer of the Reference:*

1. Under the provisions of the family Educational Rights and Privacy Act of 1974, the applicant has the option of waiving the right of access to her/his evaluation. Please determine which option the applicant has chosen. If the applicant has neglected to sign the form and check an option, please return the evaluation form to the applicant to be signed. Remember, the signature gives you written permission to evaluate the applicant "in accordance with your own professional and ethical standards."
2. On the evaluation form, please provide ratings as well as a written statement regarding the candidate's general ability.
3. Please place the completed form into an envelope and write your signature across the sealed flap. Return the form to the applicant.



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**Honors College  
Reference Letter Waiver**

Reference for: \_\_\_\_\_  
Applicant's Name

Date: \_\_\_\_\_

Dear \_\_\_\_\_:  
Name of Reference

This letter is a request that you evaluate my qualifications and suitability for admission to the Honors College at Robeson Community College according to my performance with you as my teacher supervisor employer and/or other \_\_\_\_\_

(circle appropriate one/s). I hereby grant you permission to rate my personal and professional traits below in accordance with your professional and ethical standards. This letter will become part of my admissions file. Thank you for your assistance and time.

- I do not waive my rights of access to this evaluation and ask that it be non-confidential.
- I hereby waive my right of access to this evaluation and ask that it be confidential.

Applicant's Signature: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_

