



Reference Letter Request Form for Students (Current or Prior)

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:

Four horizontal lines for listing employers.

_____ To all requests for references.

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

Signature: _____ Date: _____

Printed Name: _____ UCID: _____

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

Distribution: Original to Undergraduate/ Graduate Programs Office for placement on student file. Copy to referee (retain along with any information provided).

Refer to Faculty Procedure for retention rules.