

FACULTY PROCEDURE

SUBJECT/TITLE: Reference Letter Request Form for Students (Current or Prior)		PAGE: 1 of 1
RELATED POLICY:	DATE ESTABLISHED: February 11, 2020	
AUTHORIZATION: University of Calgary Institutional Policy	DATE LAST REVISED:	

In accordance with the Freedom of Information and Protection of Privacy Act, students (current or prior) are required to complete a Reference Letter Request Form if they would like a reference, either verbal or written, for any purpose.

Any information provided must be maintained for one year and is accessible subject to certain limitations.

PROCESS:

Refer student to the following web-site to obtain a copy of the **Reference Letter Request Form for Students (Current or Prior)**: <https://nursing.ucalgary.ca/policies> [Appendix A]

Student completes the form and returns it directly to the referee.

Upon receipt of the signed form, the referee is authorized to write a reference letter and/or agree to provide a verbal reference for the student. The consent/form will be effective for one year past the signature date.

DOCUMENT MANAGEMENT/RETENTION:

The original signed Reference Letter Request Form, along with the letter and/or information provided, must be retained by the referee for a period of two years from the date the Request Form was signed.

Appendix A

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:

_____ 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.**)

DOCUMENT MANAGEMENT/RETENTION:

This original signed **Reference Letter Request Form for Students**, along with the letter and/or information provided, must be retained by the referee for a period of two years from the date the Request Form was signed.