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](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.