

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.