SEATTLE UNIVERSITY

For Use by Faculty and Staff

REFERENCE LETTER REQUEST

~ Print in Ink ~

PURPOSE:
This form is used to confirm a request for a letter of reference and is required when a student or former student seeks a reference letter that contains non-directory information such as GPA, course grades, social security number, and information obtained from evaluations by others. References include the following: recommendations for employment, for receipt of an honor or honorary recognition, for admission to an educational institution, for application for a scholarship or similar award, or any other pursuit of a student or former student in which a reference is necessary or desired.

INSTRUCTIONS TO STUDENT:
- Give this completed and signed form to the faculty or staff member who is writing the reference letter for you.

INSTRUCTIONS TO LETTER WRITER:
- This form gives you permission to discuss non-directory information about this student in order to write the requested reference letter. Your permission to disclose this information ends when the letter is sent to the third party.
- File this form and a copy of the reference letter in the student's departmental file.

Student ID Number: _____ Day-time Phone Number: (_____)_____
Area Code

Student Legal Name: _____ Email address: _____
Last First Middle

I give permission to _____ to write a reference letter to:
(name of faculty/staff)

_____
Complete name of person or organization

_____
Complete address

_____

_____

The above individual has my permission to include in the reference letter my GPA, course grades, academic performance, and any other information the individual believes is pertinent to meet the purpose of this letter.

I waive my right to inspect and review a copy of this letter of reference at any time in the future: □ Yes □ No

▶ Student Signature _____ Date: _____