



# REFERENCE LETTER REQUEST

For Use by Faculty and Staff

~ Print in Ink ~

## PURPOSE:

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

## INSTRUCTIONS TO STUDENT

- Give this completed a