

Faculty Letter of Reference Release Form

STUDENTS MUST ALLOW FACULTY MEMBERS A MINIMUM OF THREE WEEKS
TO WRITE A LETTER OF RECOMMENDATION

Student's Name:

Student's Phone Number:

Student's e-mail address:

Faculty member being asked to send a letter:

NOTE: Please furnish a copy of the following items with this request:

1. Complete job description with appropriate names and addresses for references
2. Update applicant vita

Faculty Agreement to Send Letter:

Yes _____ No _____

<p>Faculty: Please confirm to student whether or not you agree to furnish this reference. If "no", return promptly to student's mailbox.</p>
