

**Request and Permission**

**For Letter of Reference and/or Verbal Recommendation**

I give \_\_\_\_\_ permission to write a letter of reference or provide a verbal recommendation on my behalf to:

\_\_\_\_\_  
(Name of individual or institution)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address and/or phone number or email)

This permission includes the release of academic information (including grades, GPA, courses attended, academic performance, etc.)

I (waive) / (do not waive) my right to review a copy of the letter at any time in the future.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

Note: Please assist the faculty member in preparing your reference by providing supporting information along with your request. Examples of information that might be helpful: a resume, a transcript, samples of previously completed academic work, etc. and information about the graduate program or the position you are applying for.