LETTER OF REFERENCE

STUDENT NAME__________________________________________________________________________________________________________ (Please print)

Last    First     Middle

MAJOR FIELD OF STUDY_________________________________________________ GRADUATION DATE ___________________

NOTE TO THE STUDENT AND TO THE EVALUATOR: The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection, including references and evaluations. The law also permits the student to waive the right to inspect references, thus making them confidential. The Career Development Center deems, to the best of our knowledge, that the content of a reference marked confidential has not been shared with the candidate.

Please designate whether the reference below is to be: ____ CONFIDENTIAL, or ____ NON-CONFIDENTIAL

Student's Authorizing Signature_____________________________________________________________________________

(2ailure to indicate a designation shall result in the reference being considered NON-CONFIDENTIAL in every situation.)

Signature of Evaluator _____________________________________________ Date __________________________________________

Name___________________________________________________________ Position ________________________________________

Organization_____________________________________________________ Telephone ______________________________________

Fax____________________________________________________________ E-mail _________________________________________

NOTE: When you have completed this form, please return it directly to the Career Development Center, Kehoe Administration Building, Room 202. No confidential reference will be accepted if delivered by the candidate. Thank you.

Updated 10/2003