

## LETTER OF REFERENCE REQUEST FORM

### Letter of reference request form

Please fill out this form and return all documents to me **AT LEAST ONE FULL MONTH** prior to the date the letter is due.

*Along with this printed form, please also provide:*

- A copy of your current resume or cv
- A copy (unofficial is fine) of your transcript.
- A copy of the personal statement/letter of intent that you are submitting with your application.
- Any other information you think will be beneficial or helpful to me in writing this letter, or anything you would like me to be sure to mention in my letter.

Name:	
UFID:	
Year at UF:	
Academic major/min or	

What classes have you taken with me?
When?
What grade did you earn?
What are you applying for?
When is this letter (or the first of several letters) due?
When is this letter (or the first of several letters) due?
To whom should I direct the letter, and where should I send it?
Copy the personal statement/letter of intent that you are submitting with your application.

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FERPA requires that you answer these questions before I can write your letter!

I give my permission to you to include the following information in this letter:

\_\_\_\_ Grades

\_\_\_\_ GPA

\_\_\_\_ Other (Please specify: \_\_\_\_\_)

I waive my right to review this recommendation letter:

\_\_\_\_ I DO waive my right

\_\_\_\_ I do NOT waive my right

\_\_\_\_\_

Signature

\_\_\_\_\_

Date