

Letter of reference request form

Please fill out this form and return all documents to me at least two full weeks prior to the due date.

Along with this form, please also provide:

- A copy of your current resume or CV
- A copy of your transcript (unofficial is fine)
- 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/minor:

What classes have you take with me? When? What grade did you earn?

What are you applying for?

When is this letter (or first of several) due?

To whom should I direct the letter?

Where should I send it or will I receive an automated email with further instructions?

FERPA requires the following information before I can write your letter.

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

Grades GPA Other (specify)

I hereby

Waive Do not waive
my rights to review this recommendation letter.

By signing below, I give my permission to Hannah Vander Zanden to write a letter of recommendation and/or to provide an oral reference to the entities listed above.

Signature

Date