Michigan State University
Student Reference Request / Letter of Recommendation
Authorization Form

References/Recommendations which are made from the recommender’s personal observation or knowledge do not require a written release from the student who is the subject of the reference/recommendation. However, if the student wishes the recommender to include personally identifiable information from the student’s education record (such as grades, GPA, etc.), the student must provide a signed release.

Student Name ____________________________________________   Student Number ______________________

I request ___________________________________________________ to serve as a reference for me to:

Name: ___________________________________________________________________________________
Organization/School: _____________________________________________________________________
Address: ________________________________________________________________________________
City, State, Zip: _________________________________________________________________________
Phone Number: _________________________________________________________________________

The purpose(s) of the reference is/are (check all that apply):

☐ application for employment
☐ all forms of scholarship or honorary awards
☐ admission to another education institution
☐ other (please explain): _________________________________________________________________

The reference may be given to the recipient in the following form(s) (check one or both options):

☐ written
☐ oral

The following information may be disclosed from my educational records at Michigan State University for the purpose of the reference: ________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

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

___________________________________________________________ _____________________________
Student’s Signature        Date