

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