



UNIVERSITY OF
CALGARY

Student Records Reference Letter Request Form

This form is to be retained by the referee as confirmation of the request for a reference. It should not be returned to the student or sent to the graduate program to which the student is applying or to potential employers.

I, _____ request that _____ write a
(name of student) (name of referee)
letter of reference or respond to a reference check on my behalf.

I understand that in order to write the letter of reference, _____
(name of referee)
will need to comment on grades and personal characteristics relating to my academic
performance and /or employment history.

I agree to this disclosure of my personal information:

☐ Only to the following schools or potential employers

A signature on this form does not give the University authorization to provide the Referee with any information regarding the Student's record. The Student must provide the Referee with a Program Summary or Transcript if comments regarding overall performance (e.g., GPA or ranking) are to be included in the reference.

☐ To all requests for references

This consent will be effective for one year past the signature date.

Signature: _____ Date: _____
(Student signature)

(If this form is not signed, a reference will not be provided.)

This information is collected under the authority of and in response to the *Freedom of Information and Protection of Privacy Act*. It is required to respond to the request. If you have any questions about the collection or use of this information, contact the Information and Privacy Co-ordinator at the University Archives, MLT 1218, 220-3602.