

Request for Letter of Recommendation or Reference



- Submit one original of this form AND the completed and signed **FERPA Release/Release of Liability** for EACH faculty member from whom you are requesting a letter of recommendation/reference.
- Attach a current resume and any additional information to this form (e.g., education and career goals, participation in student organizations, honors, awards, certifications, special interests – any information that helps someone write a strong letter of recommendation/reference.
- Remember that faculty at least a full week to accommodate your request. Be sure to submit your **Request for Letter of Recommendation or Reference** and your **FERPA Release/Release of Liability** forms well in advance of your application deadlines.

STUDENT INFORMATION:			
Your Name:		E-Mail:	
UA ID:	Major:	Minor:	
Attend: <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Cumulative GPA in major:	Number of years at UAA:	

FACULTY INFORMATION:	Professor's Name:
Courses taken from this professor (include semesters):	

Date of Request: _____ Date Needed: _____	OFFICE USE ONLY	
What do you want done with the letter when it is completed? <input type="checkbox"/> Mail directly to address I've provided		Completed by: _____
<input type="checkbox"/> Email to me as an attachment <input type="checkbox"/> I will pick up in-person <input type="checkbox"/> Special instructions are attached		Date: _____
To whom should this letter be written? Contact Name: _____		<input type="checkbox"/> Copy in student file
Company/Organization Name: _____		
Mailing Address: _____		
Purpose of letter? <input type="checkbox"/> Financial Aid/Scholarship <input type="checkbox"/> Job Application <input type="checkbox"/> Grad School Application Other: _____		

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ATTACH to this form: <input type="checkbox"/> Completed, signed, and dated FERPA Release/Release of Liability Form (one for EACH letter you request)
<input type="checkbox"/> Current resume <input type="checkbox"/> Any additional/background information <input type="checkbox"/> Any special instructions for mailing or delivering letter(s)

Student Signature

Date