## 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:	
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 education 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