



REQUEST for LETTER OF RECOMMENDATION or REFERENCE

Faculty members are not ~~obliged~~ to write letters of recommendation or reference.

Before completing this form you ***must*** contact the faculty member to ask if she/he is willing to write a letter of recommendation on your behalf.

Directions:

A minimum of 30 (thirty) days before letters of recommendations are due:

Contact each faculty member to ask if she/he is willing to write a letter of recommendation on your behalf.

Submit a separate packet with all forms completed and signed to EACH faculty member from whom you are requesting a letter of recommendation/reference.

For more than 3 letters from the same faculty member, copy page 2 and attach it to this packet.

Pages 1, 2, & 3 must be filled out completely. **All writing, including signatures on page 3, must be legible**

Attach to this packet a current resume, and any additional information (your education and career goals, membership(s) in UAA student organizations, honors, awards, certifications, special interests, and any other information that would be helpful in writing your recommendation/reference).

Checklist for attachments:

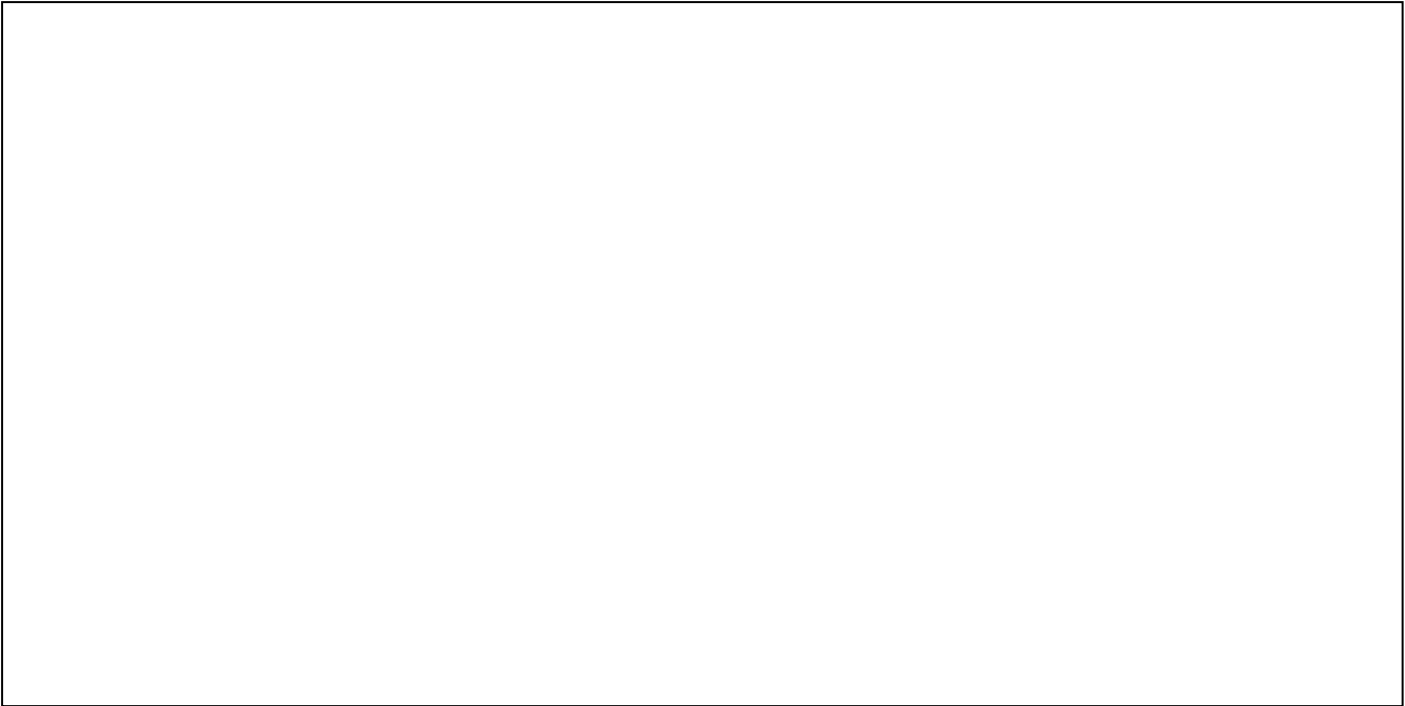
Completed, signed and dated "Request for Letter and FERPA and/or Release of Liability" forms.

Current resume.

Additional information, if any.

Addressee's special instructions, if any.

GRE, MCAT, or LSAT scores, if requested by faculty member.



You may make up to 3 (three) requests of the same instructor.

Request 1

Request Date: _____ Date Needed: _____ Send To: _____

How to Send: Pick Up USPS mail E-Mail Fax Special Instructions Attached

Send To: _____

Organization or Institution: _____

Mailing address: _____

Purpose (Check all that apply): Financial Aid Job Application Grad School
 Special Event (attach information) Other (attach information)

Request 2

Request Date: _____ Date Needed: _____ Send To: _____

How to Send: Pick Up USPS mail E-Mail Fax Special Instructions Attached

Send To: _____

Organization or Institution: _____

Mailing address: _____

Purpose (Check all that apply): Financial Aid Job Application Grad School
 Special Event (attach information) Other (attach information)

Request 3

Request Date: _____ Date Needed: _____ Send To: _____

How to Send: Pick Up USPS mail E-Mail Fax Special Instructions Attached

Send To: _____

Organization or Institution: _____

Mailing address: _____

Purpose (Check all that apply): Financial Aid Job Application Grad School
 Special Event (attach information) Other (attach information)



FERPA RELEASE AND RELEASE OF LIABILITY

Student Name: _____ St