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 ap	oply):
application for employment	
all forms of scholarship or honorary award	S
admission to another education institution	
other (please explain):	
The reference may be given to the recipient in the follo	owing form(s) (check one or both options):
written	
oral	
The following information may be disclosed from my of the reference:	education records at Michigan State University for the purpose of
I:	
waive do not waive	
my right to review a copy of this letter at any time in the	ne future.
Student's Signature	

Last updated: 10/2023