**LETTER OF REFERENCE REQUEST FORM**

Please fill out this sheet to assist me in providing an accurate reference. Since you know me well enough to ask for a reference, it is likely that I know the answers to some of these questions. However, it is helpful to have accurate information in this readily accessible form. Please note that the last page of this form must be signed for me to write a letter on your behalf. Thank you!

In addition to completing this form, please attach a current resume that includes:

* Your current major and minor (if you have one);
* Any academic honors you have been given;
* Any jobs or volunteer work you have done (including location and amount of time involved);
* Any internships you have completed (including where they were, what you did, and how much time you invested);
* Any organizations you are part of and any offices you have held or special duties you have performed;
* Any scholarships you have received; and
* Any other special honors you have been given (and what they were for).

**Be sure to attach your resume and any required reference paperwork to this form.** You may attach additional sheets if the space provided is not enough to fully answer each question.  
  
Your Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Permanent Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date that this reference is due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your future plans (graduate school, law school, employment)?  
  
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What is the purpose for requesting this reference? (Employer name and position, graduate school name and degree, scholarship name, etc.)  
  
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Why are you interested in this particular opportunity? What will it do for you?  
  
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Describe any special skills, strengths, or anything else that I have not asked you about on this form but you think may make you a strong candidate for this opportunity.  
  
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Where should this reference be sent? Please provide a full address and name of the person to whom it should be sent, or indicate below that you will have a link sent via email:

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**PERMISSION TO DISCLOSE INFORMATION**

**(Family Educational Rights and Privacy Act, 20 U.S.C. 1232)**

I hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*reference writer*) and/or The University of Southern Mississippi to disclose any information on my USM transcript including my grades and courses taken, any information provided on this form and on the attached resume, or any other educational records to which the recommender has or has had access in making academic and/or employee evaluations and decisions (including, but not limited to, examinations, essays, teaching/graduate committee evaluations, observed behavior, etc.) *(CHECK ALL THAT APPLY):*  
 \_\_\_Potential employers who seek a recommendation

\_\_\_Graduate schools  
\_\_\_Law schools & Law School Admission Council  
\_\_\_Scholarship committees  
\_\_\_Other (describe):

Furthermore, I hereby (*SELECT ONE*)

\_\_\_\_ Waive

\_\_\_\_ Do Not Waive

my right to review this recommendation letter or to know the contents of any oral communication.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NAME *(print)* SIGNATURE

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DATE

*Updated 8.30.18*