REQUEST for LETTER OF RECOMMENDATION or REFERENCE

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

Before completing this form you <u>must</u> 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 <u>separate packet</u> 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 signatuoe 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.

<u>Request 1</u>					
Request Date:		_ Date Needed:		Send To: _	
How to Send:	Pick Up	USPS mail	E-Mail	Fax	Special Instructions Attached
Send To:					
Organization or I	Institution:				
Mailing address:					
Purpose (Check	11.51			Job Application	
	Special E	Event (attach inforn	nation)	Other (attach	information)
Request 2		Doto Noododi		Cand Tay	
	-			Fax	Special Instructions Attached
Send 10:					
Organization or I	nstitution:				
Mailing address:					
5					
5					
				Job Application	
	all that apply):	Financial Aid			Grad School
	all that apply):	Financial Aid		Job Application	Grad School
Purpose (Check a	all that apply): Special E	Financial Aid Event (attach inform	nation)	Job Application Other (attach	Grad School
Purpose (Check a Request 3 Request Date:	all that apply): Special E	Financial Aid Event (attach inform	nation)	Job Application Other (attach	Grad School information)
Purpose (Check a Request 3 Request Date: How to Send: F	all that apply): Special E	Financial Aid Event (attach inform Date Needed: USPS mail	nation) E-Mail	Job Application Other (attach Send To: Fax	Grad School information)
Purpose (Check a Request 3 Request Date: How to Send: F Send To:	all that apply): Special E	Financial Aid Event (attach inform Date Needed: USPS mail	nation) E-Mail	Job Application Other (attach Send To: _ Fax	Grad School information) Special Instructions Attached
Purpose (Check a Request 3 Request Date: How to Send: F Send To: Organization or I	all that apply): Special E Pick Up	Financial Aid Event (attach inform Date Needed: USPS mail	E-Mail	Job Application Other (attach Send To: _ Fax	Grad School information) Special Instructions Attached
Purpose (Check a Request 3 Request Date: How to Send: F Send To: Organization or I	all that apply): Special E Pick Up	Financial Aid Event (attach inform Date Needed: USPS mail	E-Mail	Job Application Other (attach Send To: _ Fax	Grad School information) Special Instructions Attached
Purpose (Check a Request 3 Request Date: How to Send: F Send To: Organization or I Mailing address:	all that apply): Special E Pick Up	Financial Aid Event (attach inform Date Needed: USPS mail	E-Mail	Job Application Other (attach Send To: _ Fax	Grad School information) Special Instructions Attached

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



FERPA RELEASE AND RELEASE OF LIABILITY

Student Name: _____ St