

UNIVERSITY OF SOUTH FLORIDA
Student Request & Permission to Serve as Reference

Date of Request _____ 20____ Student name (please print): _____

I give _____ permission to serve as a reference on my behalf (select one)

indefinitely, until such time I provide notification in writing that I no longer wish the individual named above to serve as a reference on my behalf OR until _____ 20____.

Month

The purpose(s) of this reference request involves: *(check all that are applicable)*

- Application for employment
- Admission to another education institution

I authorize the above person to release information and provide an evaluation regarding my education and/or work experience they may have personally observed in Verbal Written *(check one or both)* communication. I am providing permission to release the information with *(check all applicable)*

- All prospective employers OR
- All educational institutions
- Only the following selected employers or educational institutions

This permission includes the release of academic information (including grades, GPA, courses attended, academic performance, etc.) Yes No

I (select one) waive do not waive my right to receive a copy of any recommendation letter(s) or copy of other information related to my candidacy for employment and/or consideration of an educational institution.

I understand further that: I have the right not to consent to the release of my education records or that my name be referred without my permission. I have the right to receive a copy of any written reference upon request, if I have not waived my right to view the information released. I have the right to revoke my request for the individual named above to serve as a reference on my behalf by notifying the individual in writing, but that any such revocation shall not affect disclosures previously made by above named individual prior to receipt of any such written revocation.

Name (Please Print) _____ Student's Signature _____ Date _____

This form had been adapted using the sample provided by the American Association of Collegiate Registrars and Admissions Officers (ACCRAO) and complies with the Family Educational Rights and Privacy Act (FERPA) which requires written permission before releasing student information to a third party.