



For the Applicant: Please TYPE the following information before giving this form to your letter writer.

Name: _____
Last First Middle Last 4 Digits of Social Security #

Confidentiality Preference: Please sign one of the following boxes. All letters received by The Career Center's Reference Letter Service without the applicant's signature will be automatically designated as non-confidential.

I request a CONFIDENTIAL evaluation. I hereby permanently waive my rights of access to this evaluation as per the Family Educational Rights and Privacy Act of 1974.

Applicant Signature _____ Date _____

I request a NON-CONFIDENTIAL evaluation, and thereby retain my right to review the content of this evaluation as per the Family Educational Rights and Privacy Act of 1974.

Applicant Signature _____ Date _____

For the Writer

- Please complete the information below and attach to this form a typewritten, signed reference letter on your organizational letterhead.
- In accordance with anti-discrimination laws and regulations, please refrain from including potentially discriminatory information (i.e., student's race, color, religion, national origin, marital status, sexual orientation, disability, height, weight, or age) or obtain the student's written permission before making any such references.
- For guidelines for writing reference letters please link to (currently at <http://www.careercenter.umich.edu/students/refletter/writingguide/index.html>)

LETTER ATTACHED

Author's Name _____ Title/Position _____
 Organization _____ Address _____
 City _____ State _____ ZIP code _____
 Phone _____ E-mail _____
 Original Signature _____ Date _____

[Evaluations require the author's original signature. Faxed letters or photocopies cannot be accepted.]

PLEASE DO NOT RETURN CONFIDENTIAL LETTERS TO APPLICANTS

Please return letters directly to the following address:
Attn: Reference Letter Service
The Career Center
University of Michigan
3200 SAB
515 E. Jefferson Street
Ann Arbor, MI 48109-1316

For questions, please call (734)764-7459
or e-mail rlservice@umich.edu