



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 #

Please check one of the following:

I intend to use this reference letter for _____ Law _____ Graduate School _____ Employment _____ General Purposes

Confidentiality Preference: Please provide your signature in one of the following boxes. All letters received by The Career Center's Reference Letter Service without a signature will automatically be 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 grid 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

	Exceptional	Very Good	Good	Below Average	No Basis for Judgment
Quality of Academic Work					
Intellectual Curiosity					
Communication Skills—Oral					
Communication Skills—Written					
Motivation Toward Goals					
Other:					

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

[Reference letters 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