

REFERENCE LETTER SERVICE
LETTERS PLUS! RELEASE FORM

I, _____ (candidate's full name),
authorize The Career Center's Reference Letter Service (RLS) forward my application
materials to _____ (school/organization's
name) along with my letters of reference as one contained packet. I understand that:

- I must submit my completed application materials in a sealed envelope, with my signature on the outside envelope seal, along with the appropriate fee for the service to the RLS.
- The RLS will make official copies of my letters of reference and send them directly to the above-mentioned school/organization along with the application materials I have provided.
- My application materials will not be duplicated by the RLS and will not become part of my permanent reference letter file.
- I am solely responsible for the accuracy and completeness of my application materials.
- The RLS is responsible for the application materials until the time they are released to a Federal Express operator. Once materials are mailed, it is my responsibility to follow up on the materials' receipt at the designated address. The RLS will only be able to re-send the letters of reference to the same address in the unlikely event they do not reach the addressee.

By signing this release, I agree to the above conditions:

Name (Printed): _____

Signature: _____

Date: _____



Attn: Reference Letter Service
The Career Center
University of Michigan
515 East Jefferson Street, 3200 SAB
Ann Arbor, MI 48109-1316
Phone (734) 764-7459 \ Fax (734) 763-4917