

**REFERENCE LETTER**

**NOTE TO THE REFERENCE LETTER WRITER:** This is one of several letters which the undersigned may request for inclusion in a reference file to be held in this office. Copies will be mailed to graduate/professional schools and/or prospective employers. References must be prepared on this form so that any school/employer receiving it will know whether or not it is confidential. Please type for effective reproduction.

**WRITER MUST MAIL THIS RECOMMENDATION DIRECTLY TO:**

**Career Services, University at Albany, State University of New York  
1400 Washington Avenue, Science Library (SL) G-50, Albany, New York, 12222, 518/437-4900**

Do not give to person on whom prepared, whether or not the reference is confidential.

In accord with provisions of the Family Education Rights and Privacy Act of 1974, P.L. 93-380 (as amended), and with specific reference to Section 438 (a) (1) (B)

I, \_\_\_\_\_  do  
\_\_\_\_\_  do not waive my rights to access to this letter of reference which I am requesting  
(Please Print)

Note: Upper line checked means letter is confidential. Lower line checked means letter is non-confidential; the subject may read the file copy.

\_\_\_\_\_  
Signature of Subject

\_\_\_\_\_  
Date

Signature of Reference Person \_\_\_\_\_ Title \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_ Date Signed \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_