



## INSTRUCTIONS FOR REQUESTING A LETTER OF RECOMMENDATION

Please provide to each faculty member from whom a reference is requested the following information and a signed *Student Reference Request, FERPA Release, and Release of Liability* form.

Student Name \_\_\_\_\_ UA ID \_\_\_\_\_ Date \_\_\_\_\_

Faculty member (s) \_\_\_\_\_

Courses taken from the above person (s) \_\_\_\_\_  
(include semesters)

### ADDRESSEE INFORMATION

Organization \_\_\_\_\_ Purpose \_\_\_\_\_  
 Organization \_\_\_\_\_ Purpose \_\_\_\_\_  
 Organization \_\_\_\_\_ Purpose \_\_\_\_\_  
 Organization \_\_\_\_\_ Purpose \_\_\_\_\_  
 Organization \_\_\_\_\_ Purpose \_\_\_\_\_

*Purpose Key*

Financial Aid (FA)
Job Application (JA)
Grad/Law School (GLS)
Special Event (SE)
(Attach Information)
Other (O)

### STUDENT INFORMATION

Major \_\_\_\_\_ Minor \_\_\_\_\_

Attend (check one):  Full-time  Part-time      Core courses completed (check one):  Yes  No

Cumulative GPA \_\_\_\_\_ Number of years at UAA \_\_\_\_\_

UAA student organizations you are a member of: \_\_\_\_\_  
 \_\_\_\_\_

Community service, volunteer groups or activities: \_\_\_\_\_  
 \_\_\_\_\_

Honors or awards you have received: \_\_\_\_\_  
 \_\_\_\_\_

### OTHER HELPFUL INFORMATION

Work (check one):  Full-time  Part-time      *\*Describe work history on back.*

**On back of page attach a current resume. You may also want to add, on another sheet of paper, additional information such as your education and career goals; special interests (Justice or otherwise) and any other information that would be helpful.**

**You must also complete and sign a *Student Reference Request, FERPA Release, and Release of Liability* form. Submit both completed forms to each faculty member for whom you are requesting a reference.**