



Letter of Reference Request

To: _____
(Recommender)

From: _____
(Student/Employee)

Date by which the letter of reference must be received: _____

Organization receiving this letter: _____
(Complete address required) _____

If the organization has a website particular to this application, please provide: _____

Purpose or special instructions (i.e. the letter needs to be uploaded via website, the letter is to be submitted along with the application, etc.):

Along with this request you **must** provide the following:

- Curriculum Vitae or Resume
- Personal Statement
- Copy of the application for which this letter is being requested or the web address.

If this request form is incomplete, it will be returned to you.

I, _____, authorize the person named above to provide an evaluation about my academic performance and nonacademic experience relative to my potential for becoming an effective osteopathic physician.

Note: Under the Family Education Privacy Rights Act, 20 U.S.C. 123(g), you may, but are not required to, waive your right of access to confidential references given for any of the purposes listed on this form. If you waive your right to access, the waiver remains valid indefinitely.

Mark the appropriate statement:

I waive my rights of access to references given by the person named above.

I do not waive my rights of access to references given by the person named above.

Signature: _____

Date: _____