



# Student Reference Request

Return to:  
MSOE Registrar's Office  
1025 North Broadway  
Milwaukee, WI 53202-3109

Room: CC-365  
Phone: (414) 277-7215  
Fax: (414) 277-6914  
Scan and email: registrar@msoe.edu

Name \_\_\_\_\_  
(Last) (First) (Middle initial)

Student number \_\_\_\_\_ Date \_\_\_\_\_

I authorize \_\_\_\_\_ to serve as a reference for me. This reference may be given in oral and/or written form.

I authorize the above-named person to release information about me and provide an honest evaluation about his or her knowledge of my qualifications. This evaluation could be based upon my involvement in activities or organizations outside the classroom or my performance in his or her class(es), including the grade received in that effort.

**This information may be released to:**

- All forms of scholarships or honorary awards
- All potential employers or education institutions
- Only to the following person or company

If you approve the Registrar's Office providing this person with a copy of your transcripts prior to writing this recommendation, please sign here:

\_\_\_\_\_

If this person has access to your academic record and you authorize him or her to provide GPAs or other academic information in your reference, please sign here:

\_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

**Tips for requesting a letter of recommendation:**

- Ask the person if they think they know you well enough to give you a good recommendation. If they say no or sound unsure, you may want to consider asking someone else.
- Discuss the letter with the writer. Ask if they need any additional information from you to complete the letter. They may have some concerns they want to discuss with you. Be open to those discussions.
- Provide a copy of your resume.
- If the letter is for employment, provide the job description if possible.
- Give the writer ample time to complete the letter.

Faculty: Please forward a copy of this document to the Registrar's Office for the student's file.