

University of Mary Hardin-Baylor

Student and Former Student Reference Request Consent Form

Student or Former Student Name: _____

I request _____ (UMHB Faculty or staff member) to serve as a personal or professional reference for me for the following purpose(s) – (check all applicable spaces):

- ☐ Application for employment
- ☐ All forms of scholarship or honorary award
- ☐ Admission to another education institution

The reference may be given in the following form(s) – (check one or both spaces): written ☐ oral

I authorize the above person to release information and provide an evaluation about any and all aspects of my academic and/or employment performance at the University of Mary Hardin-Baylor to the following – (check applicable spaces on lines 1, 2 and 3):

- | | | | |
|----|---|----|---|
| 1. | <input type="checkbox"/> All prospective employer | OR | <input type="checkbox"/> Specific employers (listed on reverse side) |
| 2. | <input type="checkbox"/> All education institutions to which I seek admission | OR | <input type="checkbox"/> Specific educational institutions (listed on reverse side) |
| 3. | <input type="checkbox"/> All organizations considering me for an award or scholarship | OR | <input type="checkbox"/> Specific organizations (listed on reverse side) |

This authorization to provide references is valid until (check one):

- ☐ One year from my signatory date below
- ☐ The following date: _____

Note: Under the Family Educational and Privacy Rights Act, 20 U.S. C. 1232(g), you may, but are not required to, waive your right to inspect and review references given for any of the purposes listed above. Any waiver remains valid indefinitely.

☐ I waive my right to inspect and review any references authorized above.

I release UMHB, its trustees, agents, employees and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

Signature

Date