University of Oregon
Student Reference Request Form

Instructions to students: Please complete this two-page form, sign and date, then mail, fax, email as a pdf or hand deliver to the University of Oregon faculty or staff member from whom you are requesting the reference(s).

Student Name (please print) _____ University of Oregon ID Number _____

I request that _____ (referred to as "Employee" below) serve as a reference for me. This reference is for the following purposes(s):

(Please check all that apply)

- ☐ application/reference for employment
- ☐ admission to another educational institution
- ☐ all forms of scholarships or honorary awards
- ☐ application for housing or loan
- ☐ other (please specify) _____

The reference may be given in the following form(s):

(Please check one or both)

- ☐ written
- ☐ oral

I authorize release of any and all information from my education records to the following:

(Please check one)

- ☐ **all** prospective employers and educational institutions to which I seek admission, all entities requesting income or employment verification, and all organizations considering me for an award or scholarship **OR**
- ☐ **only** those specific employers, educational institutions or organizations listed on page 2 of this form
- ☐ other _____

I understand and agree that this authorization will remain in effect until revoked by me, in writing, and delivered to Employee; however, any such revocation will not apply to previous disclosures. Further, I agree to release and hold harmless the Employee and the University of Oregon, from and against any claim related to any reference or information provided by the Employee or the University of Oregon.

Signature of Student _____ Date _____

University of Oregon
Student Reference Request Form

Please list the names and addresses of all specific employers, third party vendors, educational institutions and/or organizations to which you authorize the release of information by the Employee:

Name: _____

Address: _____

City, State Zip code: _____

Name: _____

Address: _____

City, State Zip code: _____

Name: _____

Address: _____

City, State Zip code: _____

Name: _____

Address: _____

City, State Zip code: _____

Name: _____

Address: _____

City, State Zip code: _____

Name: _____

Address: _____

City, State Zip code: _____

Name: _____

Address: _____

City, State Zip code: _____