

Reference Request Form

Department of Speech/Language/Hearing Sciences

Murray Hall, MSUM, Moorhead, MN 56563

Phone: 218.477.2417

E-Mail: [slhs@mnstate.edu](mailto:slhs@mnstate.edu)

Webpage: [www.mnstate.edu/slhs](http://www.mnstate.edu/slhs)

Student Name Dragon ID

Address:

Phone Number: E-Mail Address:

1. Please list all the capacities in which we have had contact (classroom instructor, advisor, clinic supervisor, university or community organization, other)? List all that apply. Include relevant dates.
2. Please list all the courses you have taken from me, the semester and year taken, and grade earned. Also include a list of the topics of any paper(s) written for me.
3. Please describe the key skills, knowledge/training, experiences, work style or character traits that you have that any graduate schools or employers may be seeking.
4. Please list employment, internships, volunteer work, related projects, extracurricular, leadership or group activities or other experiences that may be used as evidence to support your capabilities as a graduate student or employee. **(Attach a resume or an additional page to ensure that you provide adequate information to highlight your strengths).**

*Please include:*

* *List of all schools to which you are applying – including information about which schools have online applications and which ones require a letter to be mailed.* 
  + *For each school please provide:*
    - *contact information regarding where the letter should be sent*
    - *Actual date application is due*
* *Self-addressed, stamped, self-sealing envelope for each letter*

*I authorize (Name of your reference writer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide information related to my professional capabilities/skills, grades/GPA, character traits or other personally identifiable information from my education record in a written letter (or telephone follow-up) to prospective employers, educational institutions and foundations for the purpose of assisting me in obtaining employment, admission to graduate school, fellowships, and/or scholarships.*

*Candidate's signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*