



## Reference Request Form

Department of Speech/Language/Hearing Sciences  
Murray Hall, MSUM, Moorhead, MN 56563

Phone: 218-477-2417

Email: [slhs@mnstate.edu](mailto:slhs@mnstate.edu)

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

Student Name: \_\_\_\_\_ Dragon ID or Star ID: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_ 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 in a separate document:*

- *List of all schools to which you are applying*
- *Include the actual deadline for each school*
- *Whether or not they use the CSDCAS centralized service or their own specific link.*
- *For each school, verify you have the correct faculty member's email address before you enter it in their application (most schools will send a link directly to the faculty member).*
- *Self-addressed, stamped, self-sealing envelope for each letter (only needed if it is not an electronic link)*

*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.*

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

Murray Hall / 1104 7th Ave South / Moorhead, Minnesota 56563 Phone: 218.477.2417/ Fax 218.477.4392

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