Miami University
Student Reference Request and FERPA Release

Student's Name *(please print)*: _____

I request _____ to serve as a reference for me. The

purpose(s) of the reference are *(check all applicable spaces)*:

☐ application for employment/internship

☐ all forms of scholarship or honorary awards

☐ admission to another education institution

The reference may be given in the following form(s): *(check one or both boxes)*

☐ written ☐ oral

I authorize the above person to release information and provide an evaluation about any and all information from my education records at Miami University, including information pertaining to my education at other institutions I have previously attended which is part of my education records at Miami University, deemed necessary by said employee to provide the above reference. *(check all applicable boxes)*

1. ☐ all prospective employers OR ☐ specific employers *(list on reverse side)*

2. ☐ all educational institutions to which I seek admission OR ☐ specific educational institutions *(list on reverse side)*

3. ☐ all organizations considering me for an award or scholarship OR ☐ specific organizations *(list on reverse side)*

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference upon request; and (3) that this consent shall remain in effect until revoked by me, in writing, and delivered to the above employee, but that any such revocation shall not affect disclosures previously made by said employee prior to the employee's receipt of any such written revocation.

_____ _____

Student's Signature Date