

LETTER OF RECOMMENDATION FORM  
DEPARTMENT OF GEOLOGICAL SCIENCES

**Complete BOTH SIDES and provide a CURRENT TRANSCRIPT with this form**

TO: \_\_\_\_\_  
(Professor's Name)

Purpose of Letter (Job, Grad School, Financial Aid, etc.):  
\_\_\_\_\_

Recommendation for: \_\_\_\_\_  
(Your Name)

DEADLINE for submission: \_\_\_\_\_  
SEND RECOMMENDATION TO: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

\_\_\_\_\_

MAJOR: \_\_\_\_\_

\_\_\_\_\_

MINOR: \_\_\_\_\_

\_\_\_\_\_

OVERALL GPA: \_\_\_\_\_

\_\_\_\_\_

GEOLOGY GPA: \_\_\_\_\_

\_\_\_\_\_

GRE SCORES: \_\_\_\_\_  
(Raw scores and percentiles)

\_\_\_\_\_

WHEN AND WHAT COURSES WERE TAKEN FROM  
THIS PROFESSOR, GRADES RECEIVED:

UMD SERVICE AND CLUBS (e.g., voluntary teaching assistant,  
Geology Club officer, student rep. to faculty meetings, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COLLEGE ACADEMIC ACCOMPLISHMENTS AND/OR  
AWARDS:

EMPLOYMENT (where and for how long):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HIGH SCHOOL ACCOMPLISHMENTS AND/OR AWARDS:

HOBBIES, ATHLETICS, MUSIC, ETC.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESEARCH ACTIVITY (papers presented, UROP, etc.):

MISCELLANEOUS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMUNITY SERVICE (volunteerism):

GRADUATE SCHOOL AND/OR CAREER GOALS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCE REQUEST AND STUDENT AUTHORIZATION

Student 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

\_\_\_\_\_ 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 performance at the University of Minnesota to the following: (*check all applicable spaces*)

- |   |    |   |
|---|----|---|
| 1. _____ all prospective employers                                    | OR | _____ specific employers ( <i>list on reverse side</i> )                |
| 2. _____ all educational institutions to which I seek admission       | OR | _____ specific educational institutions ( <i>list on reverse side</i> ) |
| 3. _____ all organizations considering me for an award or scholarship | OR | _____ specific organizations ( <i>list on reverse side</i> )            |

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending 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 of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely.

\_\_\_\_\_ I waive my right of access

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date