



Request for Letter of Recommendation

Letters of recommendation which are made from the recommender’s personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. If, however, the student wishes the recommender to include personally identifiable information from a student’s education record (such as grades, GPA, etc.) the student must provide a signed release.

Directions:

- 1) Student: please complete the below form and either mail, fax or send it to the person who will be writing the letter on your behalf.
- 2) Recommender: Please make a copy of the letter of recommendation and attach the copy to this form. Retain the documentation in your personal files.

I, _____, (please print your name and include your student ID number) give my permission to Northeastern Illinois University to provide a recommendation on my behalf to:

Name		
Address		
City	State	Zip
Fax		

Name of Northeastern faculty/staff member you wish to complete the recommendation:

Northeastern Illinois University has my permission to include in the recommendation:

(Mark any that apply)

- Grades for the following courses: _____
- Grade point average (GPA)
- Other _____

Check one:

- I waive my right to review a copy of this letter at any time in the future.
- I do not waive my right to review a copy of this letter at any time in the future.

Signature

Date