

SOUTHEASTERN UNIVERSITY

STUDENT REFERENCE REQUEST AND FERPA RELEASE

Student name (*please print*): _____

SEU Student ID Number: _____

I request _____ to serve as a reference for me. The purpose(s) of the reference are: (*check all applicable spaces*)

- _____ application for employment
_____ 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 information from my education records at SEU, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at SEU, deemed necessary by said employee to provide the above reference. Further, I release Southeastern University and its successors, employees, and officers from any claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to the reference and/or release of information. (*check all applicable spaces*)

1. _____ All prospective employers OR
2. _____ All educational institutions OR
3. _____ All organizations considering me for an award or scholarship OR
4. _____ The following employers, educational institutions and/or organizations considering me for an award of scholarship.

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; (3) and 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 the employee's receipt of any such written revocation.

I waive (), do not waive () - *check one* - my right to see the recommendation or other information prepared pursuant to this release.

Name (*print*)

Student's Signature

Date