



CONFIDENTIAL
REFERENCE LETTER AUTHORIZATION

Reference Letter Service
UCSB Career Services, Bldg. 599
Santa Barbara, CA 93106-7140
805 893 4416 (FAX) 805 893 8023
www.career.ucsb.edu
CareerLetters@sa.ucsb.edu

TO BE COMPLETED BY THE CANDIDATE:

Name _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Degree or Credential/Major _____

Type of position/graduate program sought _____

A reference letter can be included in your file only when your signature and the name of your intended author are entered into the appropriate spaces below:

I have given this form to _____
Name of Author / Recommender

Confidential statement concerning _____
Signature of Candidate

NOTE TO AUTHOR OF CONFIDENTIAL REFERENCE:

1. The candidate, whose name appears above, has waived his/her rights provided by the Family Educational Rights and Privacy Act of 1974 to inspect your letter of reference.
2. The letter will be identified as a confidential reference letter for the receiving employer or institution.
3. **New for 2008** -By signing this authorization I understand that Career Services may forward this confidential letter to a trusted reference letter distribution service or application service if requested by the candidate. Examples of these services may include: AACOMAS, AADSAS, AMCAS, CASPA, Interfolio, LSAC, PharmCas, SOPHAS, and VMCAS.
4. University of California policy prohibits identification of an individual as to race, color, country of origin, religion, sexual orientation, age, or disability.
5. Submit the letter on letterhead paper. Include your current **email address** and **phone number**.
Sign and date the actual letter as well as this authorization form.
6. Return this form and the letter to the address above. **Letters are not accepted if delivered by the candidate.**

Author's Signature _____ Date _____

Position _____ Organization _____

Address _____

City/State/Zip _____

Phone _____ Email _____

This form must accompany reference letter

Revised 4-11-08