Buffalo State
State University of New York

Return to: Career Development Center
Buffalo State College
1300 Elmwood Avenue
Cleveland Hall 306
Buffalo, New York 14222-1095
716-878-5811

REFERENCE FORM

Name: _____ Date Requested: _____
last first m.i.

Major: _____ Buffalo State Graduation: _____
month year

To the Candidate: Type/print the information above. In accordance with the Family Educational Rights and Privacy Act of 1974, you have the right to read this reference or to waive that right. Please sign only **one** statement below before distributing this form.

SELECT ONE SIGNATURE OPTION:

Confidential: I MAY NOT read and review this reference. Signature _____

Non-confidential: I MAY read and review this reference. Signature _____

If the signature is omitted from both of the choices above, the reference will be considered non-confidential.

To the Reference Writer: Please note which signature option the candidate has chosen in the section above. **Type/word process** the reference letter on this form, **sign below** and date it. Please use the other side if necessary. Return the form to the Career Development Center at the above address.

Name (please type or print) _____ Title _____

Signature _____ Date _____ Organization/Department _____

Address _____ City _____ State _____ Zip _____ Telephone _____