

**CAREER SERVICES  
REFERENCE**



Candidate's Name \_\_\_\_\_  
(Please Print) FIRST MIDDLE LAST DATE  
DEGREE MAJOR DATE EXPECTED/RECEIVED

**Optional Waiver of Right of Access to Confidential References**

*(Note to Candidate: If you want the reference to be "confidential", you must indicate so on this Reference Form. Confidential references are usually considered more credible to schools and employers; however, you cannot read a confidential reference and Career Services staff may not tell you what is in it, nor recommend whether or not you should use it, nor may you have access to it. You may review a non-confidential reference in our office.)*

"I have asked \_\_\_\_\_ to write a letter of reference for me in support of my background and experience. I hereby waive my right to inspect the letter that appears on this form and attachments of continuation. I am aware that all subsequent reference letters from this author will be considered confidential. I understand that I am not required by the institution to waive this right."

UB Person # \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

**\*\*PLEASE DO NOT STAPLE OR USE REVERSE SIDE\*\***  
Additions must be on business letterhead and signed.

Author's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Mandatory)

Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
(Department/Organization) City State Zip Code

Phone: ( ) \_\_\_\_\_

**RETURN TO:** CAREER SERVICES  
270 Capen Hall, Box 601635  
State University of New York at Buffalo  
Buffalo, New York 14260-1635  
(716) 645-2232 x112

Email: \_\_\_\_\_