

## INSTRUCTIONS FOR COMPLETION OF REFERENCE FORM

### TO THE CANDIDATE:

1. Print out the reference form and type/write your name, major, and file number (if known). If the writer is not on campus, please also provide a stamped envelope addressed to:

Education Portfolios and Career Services  
University of Wisconsin-Madison  
141 Educational Sciences  
1025 W. Johnson Street  
Madison, WI 53706

### TO THE WRITER:

**\*Please note: Letters of Recommendation can be written using this form or using letterhead from your school.**

1. At the candidate's request, you have been asked to write a letter of recommendation. Please be sure to sign the evaluation before returning it.
2. If more space is needed, use a separate sheet of plain paper.
3. Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), the candidate is entitled to review this reference or to waive the right to access. If the candidate has not waived his/her right to access, we will provide the candidate with a copy stamped "Campus Copy."
4. Only the ORIGINAL of this reference will be accepted by Education Portfolios and Career Services, and it becomes the property of EPCS and the University of Wisconsin-Madison when it is received.

**Reference: EVALUATION OF PROFESSIONAL COMPETENCIES**

(To be used only for employment purposes or admission to Graduate School)

Name of Candidate \_\_\_\_\_ File No. \_\_\_\_\_  
Major \_\_\_\_\_

Name of Writer \_\_\_\_\_ Signature of Writer \_\_\_\_\_  
Title/Dept. \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_  
School/Business \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PRINT, SIGN, AND RETURN THIS ORIGINAL DIRECTLY TO EDUCATION PORTFOLIOS & CAREER SERVICES.  
DO NOT GIVE IT, OR A COPY OF IT, TO THE CANDIDATE.

THIS REFERENCE IS OFFICIAL ONLY AS PART OF THE  
EDUCATION PORTFOLIOS & CAREER SERVICES CREDENTIAL