


Reference Letter

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A faculty letter of reference is commonly required for students interested in graduate school, and is also sometimes requested by potential employers.

Students and CSU Global Alumni are able to request a Faculty Letter of Reference through an eform on their student portal.

From your [CSU Global Student Portal](#), please select “My Documents”



My Documents
You have **41 documents available to review.**
Access, download, and complete additional school related documents.

➔

Then select the “Available Documents” section


My Documents	Available Documents
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Available Documents [Upload Documents](#)

Document Name	Status	Select File
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Scroll down to the form title “**AD - Student Request for Faculty Reference**”

Select the form and provide the required information.



Student Request for Faculty Reference

Guidelines for Requesting a Faculty Reference

In order to request a letter of reference, please complete the form below. Once completed, please email to your faculty member. Please note that it may take 3-4 weeks for your request to be completed. If you have questions about the form or process please email the [Career Center](#).

Student Information

Full Name Student ID

Date

Course Information

Course Code and Title: (Select from the options in the dropdown.) *

Instructor Name: Instructor Email:

Reference Type: *

Professional

Academic

General

Reason For Request: Please include any specific accomplishments that you would like the faculty to highlight in your letter, e.g. overall grade, class project, report, etc. Be as specific and detailed as possible, to help the faculty in drafting your letter. *

Reference Letter Deadline: (Please plan 3-4 weeks for reply.)

Important Tip: In the “Reason for Request” section, please include specific information and examples that you would like the faculty member to provide in your letter. Although this does not guarantee your request will be approved, it does help the faculty member draft a quality letter if it is approved.

Once you have entered all the required information, please select “Submit” in the bottom-right corner.

ormance, academic standing, general interaction observations, se the faculty member and the University and its stakeholders and ompletion of this request.

Date:

- The form will first be routed to Career Services for review and initial approval.
- Career Services approval does not mean the faculty has agreed to provide the recommendation.
- If approved, it will be sent to the requested faculty member for review and consideration.
- If denied, at any step in the process you will be notified.

Please note that faculty are *not required* to approve reference requests. If your request is accepted, the faculty member will have 3-4 weeks to respond, so please plan accordingly.

If you have any questions regarding this form or process, please contact career.center@csuglobal.edu
