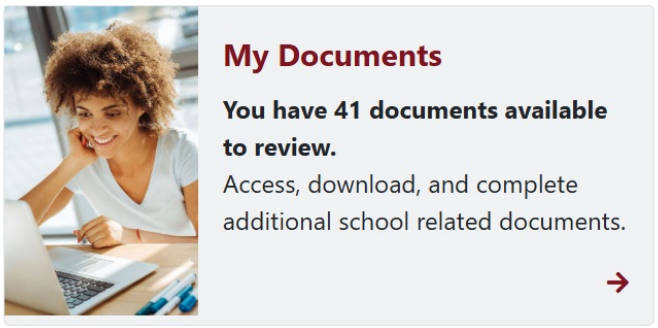
Reference Letter

Last Modified on 10/28/2026 11:08 am MDT

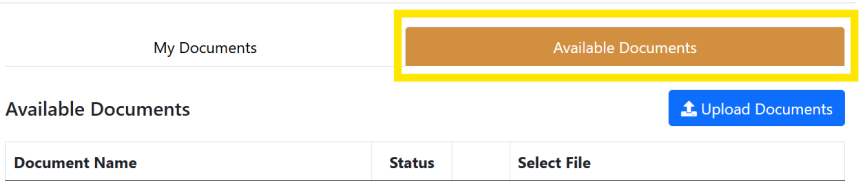
A faculty letter of reference is commonly required for students interested in graduate school, and is also sometimes requested by potential employers.

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**"

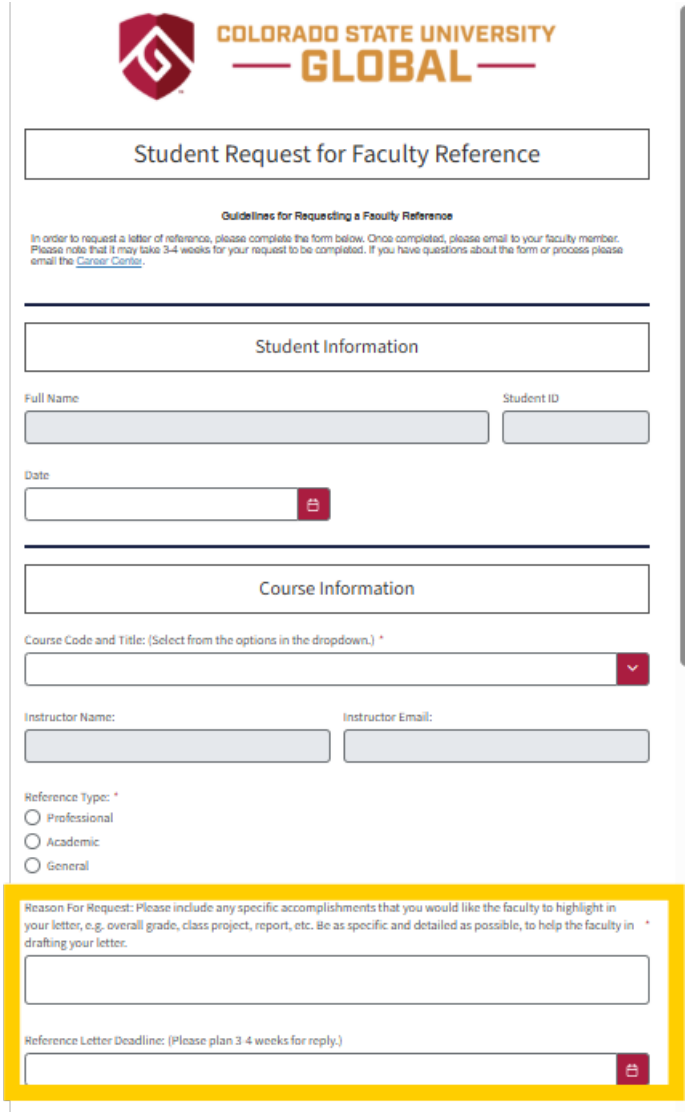


Then select the "Available Documents" section



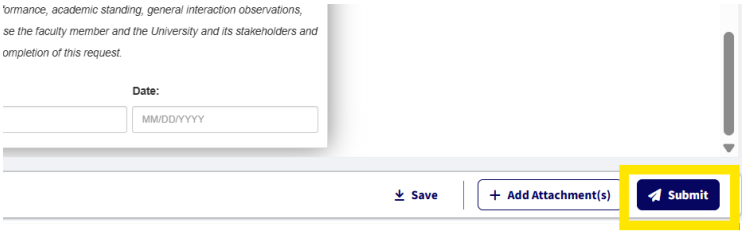
Scroll down to the form title "**AD - Student Request for Faculty Reference**"

Select the form and provide the required information.



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.



- 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