



ILLINOIS STATE UNIVERSITY

Menmonite College of Nursing

Student Recommendation Request Form

Instructions for Students:

- Email faculty/staff member a request to complete a **Letter of Recommendation** on your behalf and specify why the student feels this individual is the best person to write this recommendation. If the faculty/staff member agrees to send a letter on your behalf, please proceed to the next steps.
- Complete the FERPA Waiver - Letter of Recommendation form found on the Registrar's web page at <http://www.registrar.ilstu.edu/ferpa/> and send to faculty/staff member.
- Send the faculty/staff member the following information:

Student Name:

Nursing Program (i.e. MSN – FNP, NSA, CNL)

Year in School/Expected Graduation Date:

Today's Date (please allow 1 week minimum):

Date Requested by:

How many copies of the letter are being requested?

Position applying for?

Name and address of company (if not specified, the letter will be addressed "To Whom It May Concern"):

Is there any specific information you would like for the letter writer to know about you or this position (i.e. certain skills, proficiencies)?

Are there clinical instructors that the letter writer can contact about your clinical experience?

Does the position have a link or flyer? If so, please include it.

Do you have a resume? If so, please send to letter writer.

Instructions for Faculty/Staff:

- Forward the signed FERPA form to Nancy Wagler at njwagle@ilstu.edu (or fax it to 309-438-7711) to the MCN Office of Student and Faculty Services. OSFS will put a copy in the student's file and send the original FERPA form to the Registrar's Office.
- Upon receipt of the FERPA waiver complete the student's letter. Recommendations cannot be provided without a FERPA waiver completed.