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**Student Recommendation Request Form**

Instructions for Students:

Email faculty/ staff member a request to complete a **Letter of Recommendation** on your behalf. Specify if the letter can be submitted on the standard Mennonite College of Nursing letterhead or if there is a specific form that must be completed. 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 at: <https://registrar.illinoisstate.edu/downloads/FERPA-Release-LetterofRec.pdf> and send to faculty/staff member.

Provide the following information to the faculty/staff member who has agreed to write a letter on your behalf:

* *Student Name:*
* *Nursing Program (i.e. BSN-DNP: FNP, Post-master’s DNP, etc…):*
* *Year in School/Expected Graduation Date:*
* *Today’s Date (please allow 1 week minimum):*
* *Deadline date for the requested letter:*
* *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.*
* *Provide resume to the person providing your letter of recommendation.*

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Instructions for Faculty/ Staff:

Forward the signed FERPA form to Denise Milewski at [dmmilew@ilstu.edu](mailto:dmmilew@ilstu.edu) (or fax it to 309-438-7711) to the MCN Office of Student Services. OSS 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.