



MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY
OFFICE OF THE REGISTRAR
2100 16th Avenue South, Great Falls, MT 59405
[406] 771.4300 or [800] 446.2698 fax: [406] 771.4329
www.msugf.edu

Authorization for Job or Scholarship Reference

NOTE TO STUDENT: Being a reference for a student applying for a job or a scholarship requires that the reference go beyond disclosing what is considered to be “directory information” according to the Family Education Rights and Privacy Act (FERPA). It is typical that a job reference or scholarship application would ask about a student’s grades, attendance patterns, and other attributes that may help them make a decision about hiring or awarding a scholarship. Please think about and discuss this information with the reference and decide whether you wish to release him or her to talk about anything that may be asked, or if you would like to restrict them to certain topics. The more restrictive you have to be; the less likely this person will be a good reference for you.

Student’s Name: _____ ID: _____

Address: _____

Phone: _____ Email: _____

I do hereby authorize:

Name/Title: _____

At MSU- Great Falls College of Technology; 2100 16th Ave South; Great Falls, MT 59405

To discuss and/or release the following information:

Grades Enrollment Attendance Class Participation

Academic History

Other Information: Please explain in detail _____

I would like the information released to:

Name/Title: _____

Business/Agency: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Authorization Expiration Date: _____

changing lives - achieving dreams

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.