

**California State University, Chico – Upward Bound Projects
Personal Data – Request for Letter of Recommendation**

Instructions to the Student: To better evaluate you, fill out this form with your information to assist the person from whom you are requesting a recommendation letter.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	MI	Today's Date mm/dd/yyyy <i>i.e. 05/15/2005</i>	Birthday mm/dd/yyyy
<input type="text"/>			<input type="text"/>	
Address			Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	St	Zip	E-mail	
<input type="text"/>	<input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> Graduate			<input type="text"/>
High School	Grade			Graduation Year

Please complete only if you need a Letter of Recommendation...

Student needs letter by **Formatted mm/dd/yyyy**

Upon completion please: Mail Other
 Return to student

Other, please explain:

***Notify the staff member of your request by phone or e-mail after you have updated your information**