

Reference Form Instructions

Please read and follow these instructions very carefully.

You are required to secure personal evaluations from three unrelated individuals of your choosing. Each individual will receive a CSOR Reference Form, provided by you, to complete and return to Covenant School of Radiography. Please follow the directions below for form completion and submission options.

Form completion

1. Contact three mature persons, who are not relatives or spouses, but know you well enough to provide the requested information on the form. Secure permission from each person to use him or her as a reference and be sure that these individuals know you by the name you are using now. (Teacher, ministers, friends, co-workers, and former employers are acceptable references, for example.)
2. On page 1 of the reference form complete Box A by either type or print using ink. Be sure to put your name, address, and zip code on each of the three Reference Forms.
3. Sign and date the waiver of each form.
4. These steps must be completed prior to delivering the form to your evaluator. The reference will not be accepted if Box A on Page 1 is not completed.

Submission options

A. By Mail or in person (*by applicant only*)

1. Provide the evaluator with a standard mailing envelope. Type or print neatly in ink your name, address and zip code on the front of each envelope.
2. For in person delivery, the completed forms can be mailed back to you in the envelope you provided, or you may personally pick up the reference if you wish. Do not open the envelope when you receive it. Make sure your evaluator signs the back of the envelope over the seal. This ensures the reference letter has not been tampered with; any reference received without a signature over the seal will not be considered.
3. Reference forms can only be submitted in person by the applicant along with their completed packet. Do NOT send your evaluator with your form.

B. Electronically: Print and scan or electronic filing

1. Download the pdf document to your computer.
2. Print the document, complete Box A of Page 1, scan it into your computer and forward to your evaluator for completion. Your evaluator will do the same, Print, Complete, and Scan.
3. Refer to point Number 7 once the form is completed.
4. To complete electronically on your personal device, open the document go to Tools > Fill & Sign > Open. For a video tutorial click the link [Build. Manage. Grow. | Wix eCommerce](#)
5. Sign the document by using a certified signature (preferred) or electronically by uploading an image or drawing your signature. Typed signatures will not be accepted.
6. Once forwarded, your evaluator will follow the same instructions to complete electronically.
7. After the form is completed, either scanned in or electronic, the evaluator will email it directly to jeremy.zamora@covhs.org subject line *Applicant Name CSOR Reference*.
8. References will not be accepted if they are emailed from the applicant. The email address must match what is noted on page 2 of the reference form.

For any questions or concerns please contact Jeremy Zamora at jeremy.zamora@covhs.org or call 806-725-0534.