

Reference Form Instructions

Please read and follow these instructions very carefully.

You are required to secure personal evaluation from *three* individuals whom you choose (*not family*). You will give on Reference Form and envelope to each of these three people, who will then complete the form and return it to you sealed in the envelope you provided. After you receive all three sealed envelopes and forms, you are to return them **still sealed** to Covenant School of Radiography with your application.

1. Type or print neatly in ink your name, address and zip code on the front page of each of the three Reference Forms.
2. Sign and date the waiver on each form.
3. Contact three mature persons, who are **not relatives** or spouses, but who know you well enough to provide the requested information about you.
(Teacher, ministers, friends, co-workers, and former employers are acceptable references, for example. 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.)
4. Type or print neatly in ink your name, address and zip code on the front of each of the three envelopes. (The completed forms can be mailed back to you in these. **Do not open** them when they arrive. You may personally pick up the reference forms if you wish.) They must be returned to CSOR with your application.
5. **MAKE SURE YOUR REFERENCE SIGNS THE BACK OF THE ENVELOPE OVER THE SEAL.** This ensures the reference letter has not been tampered with. If any reference forms are submitted without this signature, they will be invalid.
6. Gather all necessary items including the reference forms and turn them in with your application by the deadline.

Please contact Lana Scherer for any questions or concerns at schererl1@covhs.org or call 806-725-8967.