

Wellesley College Reference Order

(Dean/College Certification/Questionnaire orders for law school must be submitted on this form.)

Center for Work and Service, Green Hall, 106 Central Street, Wellesley, MA 02481

Law School - (781) 283-2347; All Others - (781) 283-2442

Student/Alumna Name _____ Class Yr _____ CE _____ Special _____
 Name used at Wellesley _____ ID or SSN _____
 Address _____ Phone _____
 (or Dorm) _____ e-mail _____
 Purpose (e.g., emp, grad school) _____

Please note we require 10 business days to process an order. No orders are processed between Dec. 23 and Jan. 3

The fee for undergraduates is \$3/institution and \$5/institution for alumnae. Orders cannot be processed until payment is received.

Locations <small>(one box per location)</small>	Date Needed	Institution Deadline	Institution Name (include an addressed envelope for each institution; one envelope may be used for multiple letters; we will provide postage.)	Name of each person whose letter CWS is to send out. Please check the box on the right for any letters that are not yet in your CWS file and which you have requested be sent to CWS for processing.	Mail to Applicant	Pick up	Mail to Institution	Check here if letter not yet in file.	Institution Forms Included	Envelopes Included	For CWS Use Only
1											
2											
3											
4											
5											
6											
7											
8											

I authorize CWS to release my references according to the above instructions.

Signature: _____ Date: _____