



REFERENCE SHEET

NAME \_\_\_\_\_ DATE \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ GRADUATION DATE \_\_\_\_\_  
 TEMPORARY ADDRESS \_\_\_\_\_ PERMANENT ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ ADDITIONAL PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 CELL (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMPLOYER'S NAME/ADDRESS \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 EMPLOYER'S PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 HOW LONG AT THIS JOB? \_\_\_\_\_ MONTHS/YEARS \_\_\_\_\_

As part of the Financial Aid process, please provide us with three references at different US addresses. Include a parent, other family member, friend, or co-worker. Complete all requested information below. \*Your references will be contacted for verification purposes only.

RELATIONSHIP TO YOU	NAME	COMPLETE STREET ADDRESS	E-MAIL	PHONE NUMBER	YEARS KNOWN	POTOMAC USE ONLY
EXAMPLE:	Joanne Q. Public	3245 E. American Way, #2019 Washington, DC 20016	Joanne24@yahoo.com	(202) 686-0000	19	Y ____ N ____
						Y ____ N ____
						Y ____ N ____
						Y ____ N ____

\*The University understands that your demographic information will change periodically. In the event that the University is unable to contact you due to changes in address/telephone numbers, the individuals listed here may be contacted for the purposes of locating you to discuss important University-related matters. During this contact, none of your personal information will be provided to the reference.