

INSTRUCTIONS FOR COMPLETION OF REFERENCE FORMS FOR COVENANT SCHOOL OF NURSING

Please read and follow these instructions very carefully.

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

1. Type or print neatly in ink your name, address and zip code on the front page of each of the five Reference Forms.
2. Sign and date the waiver on each form.
3. Contact five mature persons, who are **not relatives** or spouses, but who know you well enough to provide the requested information about you. Teachers, 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 five 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 CSON 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. The application deadlines are: April 1st for the Fall Semester and September 1st for the Spring Semester.

Please contact Dana Jones in Career Counseling for any questions or concerns at covenantschoolofnursing@gmail.com or call 806-797-0955 ext 227.