



TAMU Office of Career Services

Thank You Letter Process
Request for Personal Information

For Office Use Only:
Updated in Dusty Works
by _____ on _____.

In order to better assist you, please provide us with the following information. All of the information you provide will be kept completely confidential. Thank you.

Today's Date: _____

Name: _____ Banner ID: _____

Permanent Mailing Address (TAMU Campus Address): _____

Home Phone: _____ Cell Phone: _____

Would you like Career Services to send you text messages for weekly events? Yes No

If yes, what is your cell phone carrier? (Example: Sprint, AT&T, Verizon, etc.) _____

TAMU Email: _____ Alternate Email: _____

Would you like Career Services announcements (job fairs, workshops, info tables, etc.) to be sent...

...to your TAMU email address? Yes No ...to your alternate email address? Yes No

Classification: Freshman Sophomore Junior Senior Grad Student

Graduation Month: May August December Graduation Year: _____

Degree: Bachelor's Master's Doctoral Other Major: _____ Minor: _____

Name of Scholarship(s) Received: _____

Semester(s) for Scholarship (Example: Spring 2012, Fall 2013...): _____

Referred to Career Services By: Financial Aid Institutional Advancement

For Office Use Only

Reviewer:

- Cassandra Wheeler
- Laura Martinez
- San Juanita Perez
- Jose D. Valadez, Jr.
- Jessica McGee
- Josefina Valle

Completed Steps:

- ___ Completed (3) Required Forms
- ___ Draft Letter Received
- ___ Picture Taken/Received
- ___ Letter Signed by Student
- ___ Added to Excel
- ___ Notified Financial Aid of Completion
- ___ Letter Mailed

- ___ Blackbaud: Letter(s) Uploaded
- ___ Blackbaud: Relationship Created
- ___ Blackbaud: Attribute Created
- ___ Blackbaud: Existing Attribute



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Academic Record Release

Authorization to release student academic record at the request of foundations while student studies at Texas A&M International University.

Student Name _____ ID# _____

Instructions: The student signature will authorize Texas A&M International University to provide academic records to outside foundations upon request. This authorization will remain in effect while the student is enrolled as a student at Texas A&M International University or until revoked by the student or parent/guardian. Return complete form to:

Texas A&M International University
Office of Institutional Advancement KL 261
5201 University Boulevard
Laredo, Texas 78041-1900

Release Agreement

I voluntary agree to release my academic records directly to outside foundations upon their request. This authorization will remain in effect while I am enrolled as a student at Texas A&M International University or until revoked by my parents/guardian or myself.

Date: _____ Student Signature: _____

Texas A&M International University
Office Of Career Services, SC 114



Texas A&M International University

MODEL RELEASE

In consideration of my engagement as a model, and for other good and valuable consideration herein acknowledged as received, I hereby grant to Texas A&M International University and those acting with the University's authority and permission, the irrevocable and unrestricted right and permission to copyright, in A&M International's own name or otherwise, and use, re-use, publish, and re-publish photographic or electronic portraits or pictures of me or in which I may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations, in conjunction with my own or a fictitious name, or reproductions, thereof in color or otherwise, made through any medium at University studios or elsewhere, and in any and all media now or hereafter known for illustration, promotion, art advertising trade, or any other purpose whatsoever. I also consent to the use of any printed or electronic matter in conjunction therewith.

I hereby waive any right that I may have to inspect or approve the finished product or products and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save harmless Texas A&M International University, the University's legal representatives and assigns, and all persons acting under University permission or authority or those for whom they are acting, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publications, thereof, including without limitation any claims for libel or invasion of privacy.

I hereby warrant that I am of full age and have the right to contract in my own name. I have read the above authorization, release, and agreement, prior to its execution and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

MODEL

Name (Print): _____

MODEL

Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail: _____

Signature: _____

Date: _____

WITNESS

Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail: _____

Signature: _____

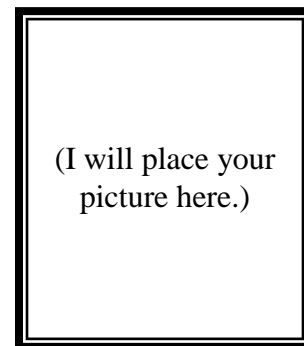
Date: _____

Your Name (First and last flushed at the top margin))
Your Street Address
City, State Zip Code (No abbreviations)

Date (Written out, like 'October 30, 2009')

(Usually three lines of space)

Addressee's Full Name (Person who awarded scholarship)
Addressee's Title (like 'President')
Name of Scholarship
Name of Company (Group who awarded scholarship)
Company Street Address
City, State Zip Code



Dear (Name of Addressee):

First Paragraph: State your name, and mention that you are 'the recipient of the (name the specific award you received) at Texas A&M International University (TAMIU) and your appreciation for their generosity.

Second Paragraph: State what year you are in, your major, and talk a little about yourself. Make it personal for the donor.

Third Paragraph: State what your future goals are and how this award will help you achieve them.

Sincerely,

(Your signature goes here) (Three lines of space)

Your full name typed

Click here to use this FORM to create your Thank You Letter. Or you can select the Thank You Letter Format attachment (on your far left hand side of the document).

When you are finished, click here to submit the documents to Career Services. Once it is received by our office, we will contact you for you to sign the letter.

Feel free to attach your picture in the thank you letter or we can take your picture in our office.