



CAREER AND COUNSELING SERVICES  
INTERNAL REFERRAL FORM

Date \_\_\_\_\_

Dear \_\_\_\_\_,

As a result of our meeting/conversation regarding the following concern/s:

- 1. \_\_\_\_\_ Date: \_\_\_\_\_
- 2. \_\_\_\_\_ Date: \_\_\_\_\_
- 3. \_\_\_\_\_ Date: \_\_\_\_\_

I am referring you to the following services:

- \_\_\_\_\_ Career/Counseling Center ext. 2905
- \_\_\_\_\_ Health Center ext. 2970
- \_\_\_\_\_ Campus Ministry ext. 2488
- \_\_\_\_\_ Residence Life ext. 2945
- \_\_\_\_\_ Academic Achievement ext. 2166
- \_\_\_\_\_ Other \_\_\_\_\_

Copies of this referral will be sent to the directors of the offices that are checked. We are hoping that you will take advantage of these services and are confident that using these services will allow you to be a more effective student while you are at Aquinas College.

If you are referred to the Career/Counseling Center, please contact the office within two weeks to schedule an appointment. If an appointment has not been scheduled within that time, a staff member will contact you to do so.

Signed \_\_\_\_\_

Phone # \_\_\_\_\_