

University of South Carolina Aiken  
School of Nursing at Sumter

Dear Colleague,

Below, please find information that will help you complete the applicant's reference form and then forward it to the Department of Nursing. If you have any questions related to the reference form or submission process, please call Tina Simenson at 803-938-3712.

**Completing the reference form**

- Please use black or blue ink
- All responses are confidential unless otherwise indicated by the applicant's attestation at the top of the form

**Submitting the reference form**

- Please be mindful of the deadline for submitting the reference form of March 1 at 5pm. References that do not arrive prior to the deadline will void the student's application.
- References may be submitted electronically, by US Mail, by USC Sumter intercampus mail, or may be delivered by the student.
  - Scan and email to [tinaes@mailbox.sc.edu](mailto:tinaes@mailbox.sc.edu)
  - US Mail:

University of South Carolina Sumter  
School of Nursing  
200 Miller Rd.  
Sumter, SC 29150

- References, when submitted by US Mail, USC Sumter intercampus mail, or hand-delivered by the student, require special handling. Please sign your name across the seal of the envelope to ensure the authenticity and security of your reference.

Thank you for your contributions to the applicant's success!

Sincerely,

USC Sumter School of Nursing