

Guidelines for Requesting Letters of Recommendation

In order for us to provide you with a well-written and complete letter of recommendation, we need all students to provide the following information to the professor(s) **at least 4 weeks before the letters are due.**

- Provide complete documentation on where your letter should go.
 - Who should the letter be addressed to?
 - Where should it be sent? What is the mailing or email address?
 - If the letter needs to be filled out electronically, or if the institution does not want a letter (but rather a score sheet or evaluation form only), you need to let us know this. Institutions are increasingly changing their application procedures away from the standard mailed-in letters of recommendation. It is your responsibility to know how your program would like to receive our letter or evaluation.
- Provide a copy of your resume or vita as you submitted to the graduate school / company.
- Provide a copy of your unofficial transcript
- Provide all forms required for submission
 - Some graduate programs have special forms your recommenders are supposed to fill out,
 - Some graduate programs require you to sign a waiver.
- If you need us to mail the letter, please provide a stamped, addressed, envelope that we can mail the letter in.
- Provide all documentation that we may need to write a meaningful and persuasive letter.
 - Whatever you've submitted to the graduate school / company (i.e. a personal statement),
 - Your recent accomplishments
 - Anything you would like us to highlight in my letter (We cannot promise it will be there, but we will try to incorporate it).
- As a matter of professional courtesy, we ask that you make requests for letters of recommendation in person, not through email or phone call.

All of the above material should be provided to the professor at least 4 weeks before the letter is due.