Recommendation Letter Requirements

For Student to Complete:

Student Name: ___________________________________________________________

Student Email Address: ____________________________________________________

Today’s Date: _____________________________________________________________

Recommendation Letter Deadline: ___________________________________________

Courses that you have taken with me (professor):
________________________________________________________________________

Scholarship / Job / Graduate school you are applying to:
________________________________________________________________________

If known, who should this recommendation letter be addressed to?:
________________________________________________________________________

Instructions on how to send / deliver recommendation letter:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

For Student to Include:

Please attach the following:

☐ C.V.
☐ Unofficial transcripts
☐ Writing sample
☐ Personal statement
☐ Original recommendation letter instructions
☐ Recommendation letter form (if applicable)
☐ A brief (½ page) letter highlighting your accomplishments and what you hope that I will highlight in the recommendation letter
☐ Pre-addressed, stamped envelope(s)
☐ Other: ____________________________________________________________________

Please send me a reminder email ______ days before the deadline.