

REQUIREMENTS FOR RECOMMENDATION LETTER REQUESTS

In order to request a letter of recommendation from an instructor, be sure to complete the following:

1. You must have filled out the student application form and know when you will submit it.
2. You must determine the method that the professor will use to input the recommendation letter and to whom it should be addressed.
3. You must know the deadline for the letter's submission.

NOTE: YOU MUST ALLOW A MINIMUM OF TWO WEEKS FOR THE PROFESSOR TO SUBMIT THE RECOMMENDATION LETTER. ANY LESS AND THERE WILL BE A POSSIBILITY THAT THE LETTER WILL NOT BE SENT IN TIME!

4. Attach a CV (Curriculum Vitae) or Resume if relevant to your request.
5. The following must be provided to the professor at the time of your request:
 - a. Your GPA & major
 - b. Your academic and career goals
 - c. A written statement detailing your intent for the position you are applying for
 - d. List any relevant efforts you have made for your major (volunteer, research, or otherwise)
 - e. List any service work that you have done for the school or community.
 - f. How do you know the professor? For how long? If relevant, which classes did you take with this professor and what were your grades in those classes?
 - i. List any extenuating circumstances that will aid or hinder your successful completion of the position that you are applying for
6. You **MUST** follow up with the professor to verify the submission of the letter of recommendation. This must be an in-person meeting with the professor, not an email.

FINALLY: ALL REQUESTS MUST COME FROM A FACE-TO-FACE MEETING AND NOT THROUGH EMAIL. EMAILS CAN GET LOST; DO NOT DEPEND SOLELY ON THAT METHOD OF COMMUNICATION.