

# GUIDELINES FOR SOLICITING

## LETTERS OF RECOMMENDATION



1. Ask a teacher you have a developed and built a **relationship** with either inside or outside the classroom, such as your teacher or your advisor.
2. Be sure to leave **ample time** for your referee to write, preferably 3-4 weeks.
3. Provide your referee with all **relevant materials**, including the following information:
  - A **clear list of schools** you are applying to, the **deadline** by which they must **RECEIVE** the letter (in chronological order), and the means of recommendation. Example:

<u>School</u>	<u>Date Letter is Due</u>	<u>Form</u>
Columbia University	Dec. 15	online form
New York University	Jan. 1	mail paper form
Rutgers University	Jan. 15	online form

- **Name of course(s)** you took with the professor, the **semester** it was (how long has your prof. known you?), your **grade** in course, and remind him/her of any **projects** (such as term papers) you completed in the course.
- Your **c.v. or resume**, including extra background info such as membership/leadership in campus clubs, any special awards and honors (Deans list, honors program, etc...)
- Your **unofficial transcript**.
- Info you are submitting to the school:
  - What program you are applying to
  - Your **statement of purpose or essay** to program, even if it is in rough draft form, so the recommender knows what your goals in grad school and life are!
- Paper Forms:
  - **Fill out info.** ahead of time to save your professor time (such as PC's address)
  - Provide **stamped and addressed envelopes** for mail in forms.