

## **Guidelines for Requesting Letters of Recommendation**

Please complete the following questionnaire and give it to your professor with the necessary materials. Allow your professor at least 2 weeks to write the letter. **DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE A REQUEST.** Professors get many requests for recommendations and often they all fall due at the same time

- a. What exactly are you applying for – fellowship, study abroad program, grad school....?
- b. What is your submission deadline to the organization?
- c. Does the recommendation consist of completing a form or writing a letter? Please provide your professor with all the forms. Do NOT expect the professor to download the recommendation form for you. Most forms require information and the signature of the student.
- d. Do you need a printed letter? If so please provide an addressed and stamped envelop for each letter. Specify whether the letter should be sent to the organization or given to you.
- e. How many copies of the forms/letter do you need?
- f. Is this an online recommendation? If so, please provide the URL along with a detailed summary of the program and, if applicable, let your recommender know s/he will be contacted by the organization.
- g. Please indicate the course(s) you have taken with this professor and in which quarter.
- h. Please provide your professor with the necessary documents relevant to the writing of the letter such as a personal statement, a c.v., and/or a project description.