

REQUEST FOR LETTERS OF RECOMMENDATION (Rev. 4/1/04)

NOTE: You should give faculty members as much time as possible to write your letters. It is helpful to give the recommender all requests at the same time in a single packet. As a courtesy, you should provide addressed envelopes with postage affixed for each letter.

Student Name:

Address:

Phone:

E-mail:

Date:

I give permission to Prof. _____ to write letters of recommendation to the schools or employers listed below and to include my GPA and any information relevant to the recommendations.

I waive / do not waive (YOU MUST INDICATE ONE OR THE OTHER) my right to review any existing copies of these letters at any time in the future.

Signature: _____

Date: _____

Graduation Date (month/year): ____ / ____

Major:

Second Major (if any):

Minor:

GPA:

List the courses taught by recommender in which you enrolled as well as semester, year, and grade:

F/S/M 20__ Course: _____ Grade: _____

F/S/M 20__ Course: _____ Grade: _____

F/S/M 20__ Course: _____ Grade: _____

F/S/M 20__ Course: _____ Grade: _____

F/S/M 20__ Course: _____ Grade: _____

NOTE: Please provide a paper written in your most recent course with the recommending professor.

Internships:

English Department Extracurricular Activities:

Other Extracurricular Activities:

Travel and Study Abroad:

Jobs:

Other information:

COPY AND ANSWER THE FOLLOWING QUESTIONS FOR EACH SCHOOL/EMPLOYER TO WHICH YOU ARE APPLYING:

Give contact person, program, and full address of school/employer:

Should sealed letter be sent directly to school or to you for submission with your application? (circle) TO SCHOOL TO STUDENT

Have you attached an envelope with the correct address TYPED and the correct POSTAGE AFFIXED? (circle) YES NO

Degree or job for which you are applying: _____

Deadline for letter: ____ / ____ / ____

Have you filled out on a typewriter or computer, signed, and attached to this form any cover sheet required by the school/employer? (circle) YES NO

If the recommendation is to be submitted online, have you attached the web address and all necessary information to this form? (circle) YES NO