LETTER OF RECOMMENDATION FORM

***Requirements:***

Please provide the following materials to each of the professors who will be writing on your behalf: (a) this form, *including all application deadlines*; (b) stamped, addressed envelopes; and (c) application forms for the specific graduate programs to which you are applying. Please record your information on these forms (e.g., your name and the program to which you are applying), indicate the waiver option you have selected, and include your signature.

***Why this form?***

Faculty receive numerous requests for letters of recommendation and students do not always know how to ask them to write in support of an application. This form is intended to ensure that you get the help you need. Good luck with your applications!

***Authorization:*** In 1974, The Family Educational Rights and Privacy Act (FERPA) gave students who attend postsecondary institutions the right to control disclosure of personally identifiable information from their records. Information contained in educational records (e.g., grades) may not be disclosed without a student’s written permission. Questions about your rights under FERPA may be directed to The Registrar’s Office, which is located in 105 North Hall (Tel.: 715-425-3342).

I understand that UWRF employees (e.g., faculty) may not release educational information without my authorization. **In accordance with FERPA, I give my permission to include any of the information that I have provided on this form in a letter of recommendation.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Information about you***

|  |  |  |
| --- | --- | --- |
| Your name: | | Date: |
| Telephone No.:  Email: | | Have I written a letter for you already?  Yes No |
| Your GPA: | Major:  Minor: | Your GRE Scores (if applicable)  Quant:  Verbal:  Subject Test: |
| Academic Honors/Awards/Honorary Groups: | | |

***Your relationship to me***

|  |  |  |
| --- | --- | --- |
| Please list each course that we have had together below; include current course(s) | Semester taken | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Am I your academic advisor? Yes No | How long have you known me? | |

***Other Psychology Courses***

|  |  |  |
| --- | --- | --- |
| Course Name | Semester taken | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
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***Quantitative Courses***

|  |  |  |
| --- | --- | --- |
| math, stats, computer science, etc. | Semester taken | Grade |
|  |  |  |
|  |  |  |
|  |  |  |

***Natural Science Courses***

|  |  |  |
| --- | --- | --- |
| chemistry, biology, physics, etc. | Semester taken | Grade |
|  |  |  |
|  |  |  |
|  |  |  |

***Independent research experience, internship experience or other related experiences (list any publications/presentations):***

***Relevant Extra-Curricular Activities (describe group and your level of participation):***

***Relevant Work-Related Experiences***:

***Anything else? Other aspects of your background that might be important?***

***Finally, is there anything in particular you want me to emphasize in your letters? Are those reviewing your application looking for something in particular? Were you especially successful in a particular area of the course (e.g., papers, class participation)?***

***Your letters:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program (please be  specific; MA or PhD; social, clinical, developmental, other) | School/Agency | Indicate what you are giving to me (some schools may NOT have a form) | Return letter to you or send directly to the school or respond online? | School/Agency  application deadline | Date you need  recommendation  (if different from application deadline) |
| 1 |  | Form Envelope |  |  |  |
| 2 |  | Form Envelope |  |  |  |
| 3 |  | Form Envelope |  |  |  |
| 4 |  | Form Envelope |  |  |  |
| 5 |  | Form Envelope |  |  |  |
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| 7 |  | Form Envelope |  |  |  |
| 8 |  | Form Envelope |  |  |  |
| 9 |  | Form Envelope |  |  |  |
| 10 |  | Form Envelope |  |  |  |

***Is this a letter for something else (job, scholarship, etc)? Give details here.***

Consider applying to (a) two or three “dream schools”— that is, schools you would like to attend, but you may not be admitted to, (b) several schools that may accept you, even though it will be a bit of a challenge, and

(c) some guarantees—that is, schools you are confident will accept you.

**KEEP THIS PAGE FOR YOURSELF**

***Recommendation Letter Etiquette***

|  |  |
| --- | --- |
| **DO NOT** | **DO** |
| Say, “I need a letter of recommendation.” | Instead say, “I am interested in applying to [specify programs], and I am hoping that you will be able to write me a positive letter of recommendation.” Give your professors the option of not writing the letter. They may not always feel that they can write in support of your application—but if they decline your request, it is not personal. |
| Request a letter that is due immediately. | Give your professors plenty of notice, especially if they have not previously written a letter for you. *One month before a deadline is preferable*, if not more. |
| Assume that a letters has been sent on time. | Remind your professors of impending deadlines. Faculty are busy too. They may underestimate how long it will take to draft a letter. Thus, reminding faculty by e-mail or by phone will ensure that your letter arrives on time. |
| Provide the names of all the schools to which you *might* apply, as opposed to *will* apply. | Only request that letters of recommendation be sent to schools or programs to which you are actually applying. Even if a letter has already been sent to one program, each additional letter may require revisions. Moreover, on rare occasions, a professor writing on your behalf may contact someone at the letter’s destination. When they do, if your application never arrives, it reflects poorly on the department. It is generally best to furnish your professors the materials they require for all schools at once—rather than furnishing materials for some schools at one time, and those for others at another time. |
| Say, “Just write whatever you want.” | Give professors some notion of the things you would like them to include or to emphasize in your letter of recommendation. Certain things are routinely included in a letter, but you may have additional ideas about the information it should contain. Please use the back of this form to provide some of that information. Remember, faculty interact with many students, so they may not remember what papers you wrote for them or how you performed on exams. |