

FACULTY RECOMMENDATION REQUESTS

The following are steps taken to insure a smooth and timely response to your recommendation requests for summer internships, graduate schools, etc.

1. Ask the professor to write a recommendation (**give at least 2 weeks notice**)
2. Give the following materials to the department coordinator:
 - a. Original reference forms (having filled out your portion)
 - b. Make sure a deadline date is clearly written
 - c. Address and stamp an envelope for each recommendation
 - d. A brief summary of what you are applying for, list schools/programs individually and any unique requests
 - e. A list of classes taken with this specific professor.
 - f. A copy of your cover letter