

## Human Development Letter of Recommendation request

Make copies of this form for each professor who will write a letter of reference for you. Please follow the instructions below, complete the information at the bottom of the page, and return it to us promptly.

1. Provide a statement of your interests and plans for the future. For example, if you are applying to graduate school, what are you interested in studying? What are your long-term goals after finishing the graduate program? (Be brief but informative; this information will help us write better letters for you!)
2. Provide a list of what courses you had with us, and indicate during what semester (e.g., Fall 2006, Spring 2007) you took each course. (This makes it easier for us to locate your information quickly). Also, please provide copies of major papers you completed in those classes. (This will help us speak in the letter about your writing skills.)
3. Provide a summary of your activities, honors, course work (provide a copy of your transcripts), etc. Include not only academic activities, but also extracurricular ones: We may be able to use this information to make comments not only on you as a student, but also as a person. A resume and/or CV is useful here.
4. For every letter requested, submit a typed envelope with E.C. letterhead or one provided by the grad school addressed to where the recommendation needs to be sent. Ms. Chris McLean, CRA Secretary, can give you the E.C. envelopes.
5. If a school provides you with a special recommendation form, complete all sections required of you (your name, the program to which you are applying, waiver signature, etc.), and submit it to us along with envelope and any special mailing instructions provided.

NOTE: It is recommended that students check/sign that they "waive their right" to see this letter in the future. The reason for this is so that the graduate school or employer knows that we have written a candid letter rather than only saying nice things because we knew you would find out later. If you have any questions about this, please ask us about it before you bring us your materials.

Complete the form below, and return it to your professor together with the materials requested above. Put requested materials in a large envelope and mail it in campus mail or drop it in your professor's CRA mail box. Give your professor a **minimum of 3 weeks** (vacation time excluded) before the time the recommendation needs to be sent, or a month before it needs to be received. We cannot guarantee timely letters without such prior notice. Thanks and Good Luck!

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| Name:             |  |        |  |
| Email:            |  | Phone: |  |
| Box # or Address: |  |        |  |

| University | Department | Due Date | Postmark or Received? | Special form required? |
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