

Request for Letter of Recommendation from Dr./Mr./Ms./Mrs. _____

After you have asked the above individual (in person) for a letter of recommendation please complete one form for each letter requested.

Student's Full Name: _____

Tech ID Number: _____

E-mail Address: _____

Telephone Number: _____

**Program/Institution/Scholarship
Applying to:** _____

Due Date for Letter: _____

Please specify one: Graduate Program ☐; Graduate college/school ☐; Job ☐; Scholarship ☐; Other ☐

Provide the information below for each letter. NOTE: You are responsible for spelling of names, correct credentials, mailing and/or e-mail address, fax, phone, etc.

Name: _____ **Credentials:** _____ **Position:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Is there an online submission process? Yes ☐ No ☐ If yes, URL: http:// _____

Please provide the following materials 3-4 weeks BEFORE the letter is due:

- ☐ A hard copy of your most resume including education, work history, campus organizations (leadership roles held if any), volunteer work, awards/honors, shadowing/observation experience, etc. provide some detail (what did you do there and for how long).
- ☐ A cover letter or a personal statement
- ☐ Any other material which might help with the recommendation

You must complete the necessary personal information required for each form necessary for application e.g. personal information and the waiver portions.

Please put your initials by the following two statements:

_____ I do / do not (circle one) waive the right to see this letter of recommendation.

_____ I release my grades and GPA to be used in a letter for personal recommendation.

Student Signature

Date