

## Reference Letter Checklist

Most schools will require at least 3 letters of recommendation. A professor needs to know you beyond just another student in the classroom to write you a good letter of recommendation. Get involved! Participate in research (Research Experience, Research Practicum, Independent Study), an internship, and/or find some other way to go beyond the average student (e.g., volunteer your time and energy to PsiChi or RCPA). It is your job to distinguish yourself so that your professors have something good to say about you beyond, “She showed up to class every day and was a fair student.”

### late August (senior year)

\_\_\_\_\_ Ask individuals if they will write you a letter of recommendation. Once they agree, thank them and let them know you will be providing them with all of the materials that they will need sometime in early November.

### early November

\_\_\_\_\_ Provide your references with the following materials:

\_\_\_\_\_ A copy of your Curriculum Vitae or Resume

\_\_\_\_\_ A copy of your Statement of Purpose

\_\_\_\_\_ A completed Reference Letter List—listing all schools (attached)

\_\_\_\_\_ A completed Reference Letter Request for each school (attached)

\_\_\_\_\_ Any application forms that need to be completed by your references (in the same order as your list)

\_\_\_\_\_ Pre-addressed and stamped envelopes for each application (in the same order as your list)

### after April

\_\_\_\_\_ Inform your letter writers of your decision and thank them for their assistance



# Reference Letter Request

Student name: \_\_\_\_\_

School: \_\_\_\_\_

Program : \_\_\_\_\_

Degree: \_\_\_\_\_

Potential Mentor(s): \_\_\_\_\_

Deadline: \_\_\_\_\_

	Paper reference to be mailed by professor directly to school	
	School address:	
	Paper reference to be given back to student (sign across the seal)	
	Separate application forms to be completed by the professor	
	Electronic reference to be completed online	
		Professor will be contacted by school
		Student emailed the link to the professor
	Additional instructions:	