



**RETURN TO:**

University of California, Irvine  
Center for Educational Partnerships  
IRVINE, CA 92697-1024

*PLEASE READ THOROUGHLY BEFORE  
FILLING OUT ALL ATTACHED FORMS*

# Letter of Recommendation Request Form

Please Print Using Black or Dark Blue Ink only.  
Form will not be accepted if attached worksheets are not filled out completely.  
Please allow at least 2 weeks for processing your letter.

**Personal Information**



LAST NAME		STUDENT ID	
<input type="text"/>		<input type="text"/>	
FIRST	INITIAL	EMAIL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
HOME PHONE	CELL PHONE	YEAR (SELECT ONE)	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR	
MAJOR	EXPECTED DATE OF GRADUATION		
<input type="text"/>	<input type="text"/>		

**Address**



STREET NUMBER	STREET NAME		
<input type="text"/>	<input type="text"/>		
APT NO.	<input type="text"/>		
<input type="text"/>			
CITY	STATE	ZIP CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Faculty**



If you are applying to a graduate program you must have at least one letter of recommendation from a UCI faculty member in the discipline of study you are interested in.

FACULTY NAME	DEPARTMENT
<input type="text"/>	<input type="text"/>

**Guidelines**



With applications to different summer internship programs, it is very important that you follow the letter of recommendation guidelines as outlined below:

- Letter of Recommendation (LOR) to summer programs, scholarships, graduate, medical schools: Allow at least 2 weeks to process. Failure to fill out form will jeopardize your letter being ready on time. You will not be called to obtain pertinent information in which you should have included in your request.
- Include a resume, unofficial transcript, and a statement of purpose. Make sure to describe or discuss: research, awards, volunteer/work experience, or anything that is pertinent to the program(s) to which you are applying. If you have conducted research, either attach an abstract or list the research title and faculty.
- For those of you who conducted research, include a copy of your abstract with the Recommendation Form, to better understand what your research entailed. Please list names and locations where you presented that research.
- For incoming freshmen that don't have an established GPA, please list all pertinent high school activities and scholarships denoting leadership.
- For those of you applying to multiple schools and summer programs, it is important that you provide a chart listing what schools/programs you are applying to, complete address, contact person, program you are applying to, deadline, and whether the letter needs to be picked up by you at our office, sent electronically or online submittal.
- For those of you applying to medical schools, the form from the Biological Sciences Undergraduate Affairs Office, must be signed, and completely filled out. You must type the name and position of the person providing your letter of recommendation. Just leave the signature part blank.
- For all LOR, whether they are to this office or one of your professors, take the time to send a written "Thank You" card. Who knows, maybe that person would be willing to write another letter for you someday. LOR are an enhancement we provide through this office. They are not part of our job description.

SIGNATURE

DATE

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### List for Letters of Recommendation

	Name of Program and full address	To Whom Letter should be addressed	Program type (Scholarship, Job position, Masters, Ph.D.)	Application Deadline	Pick-Up or email/online
	<b>University of California, Irvine (SAMPLE)</b> Information and Computer Science Attn: Graduate Student Affairs, 444 Computer Science Irvine , CA 92697-3425	Joe Smith	Masters	1/15/09	Pick-Up
1					
2					
3					
4					
5					
6					
7					
8					

School	Program	Date Transcripts Requested	Letter of Rec Deadline	Date Completed Application Sent	Notification of Application Received	Date of Interview	Reply Date

Recommendation Letter (Name/Number/Email/Address)

Recommendation Letter (Name/Number/Email/Address)

Recommendation Letter (Name/Number/Email/Address)

Contacts (Name/Number/Department)

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