

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Email: \_\_\_\_\_

**Schools you are applying to:**

School	Department	Ph.D. or Masters?	Deadline	Online or Paper Letter?
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**Classes you took from me**

Class	Semester	Grade

**Other department activities (Use an additional sheet if necessary)**

1. Research Projects: Be specific.
2. Research Presentations? Please list
3. Teaching (Lab Assistant, Tutoring...) Be specific: list courses and semesters.
4. Other: Awards/ Honors?
5. Why do you want to go to graduate school?
6. Anything else I should know?
7. I agree to allow Dr. Freeman to divulge information regarding my academic performance in the letter of recommendation.

Signed \_\_\_\_\_ Date: \_\_\_\_\_ GPA: Physics \_\_\_\_\_/4.00 Overall \_\_\_\_\_/4.00

Things you should know:

1. Please make sure you keep your materials organized. Write your name on every piece of paper that you give to me. The more organized you are, the easier it is for me to write the letters, print out all the copies, fill out all the online web forms, stuff the envelopes, and send in the mail. This is a *very* time consuming process – please try to make it as easy as possible for me! This would be very much appreciated.
2. You must check all boxes and/or sign all forms which waive your right to view the letter of recommendation. This will make my letter carry more weight. I will not write letters unless you sign the waiver.
3. For paper letters, please give me stamped and addressed envelopes for each school that is asking for a paper letter. Use my address for the return address (ISC 234A, SUNY Geneseo, 1 College Circle, Geneseo, NY 14454)
4. I will not give you a copy of the letter, even if the school you are applying to says that you should include your application and all recommendation letters in one package. Tell the school that I will send them a copy of the letter directly (and make sure you give me an addressed stamped envelope.)
5. Feel free to give me a copy of your resume, transcript, and/or statement of purpose. These are often useful for me to look over, because sometimes they remind me of things you have accomplished that I may have forgotten about.