

Letter of Recommendation Request Form (jrg revised 3/15)

Return this form, along with the Permission Document (waiver), to Faculty letter writer at least 2 weeks prior to due date.

Name: _____ - _____ Date: _____

Do you waive your right to see your letter of recommendation? YES ___ NO ___

Deadline for letters: _____ ** allow at least 2 weeks, 3 preferred

Address: _____ Tel #: _____

_____ Email: _____

Academic Record

Total # hours completed: _____ Total # of hours in psychology: _____

Overall gpa: _____ Psychology gpa: _____ Last 2 years gpa (optional): _____

Standardized test scores (e.g., GRE): _____

Major: _____ Minor: _____ Date of Graduation: _____

List classes taken and grades received from the instructor who will write your letter:

* For the info below, provide estimate of the number of hours worked (e.g., "10 hours/week (total 100 hours), working as a student mentor, Winter qtr, 2005")

*** Student Activities**

Honors/Clubs/Activities/Awards

*** Experience**

Psychology related experience (e.g., research work; 693; include duties/responsibilities)

Off campus work experience (e.g., volunteer work; other work experience)

Family responsibilities (and/or special circumstances that you want mentioned in your letter)

Personal strengths and weaknesses:

Are your grades a “reasonably good” estimate of your academic potential? If no, briefly explain why.

Professional goals (what do you want to do? What motivates you to pursue this goal?)

Writing Ability [many programs ask us to evaluate writing ability. Please indicate if you have taken 367.01 (writing course) and if so, what grades you received on your **papers**. List the course/instructor/grade on paper(s) below. If possible, turn in a copy of the page that indicates your grade/feedback/comments about your paper]

Miscellaneous [any other information that you would like emphasized in your letter (e.g., personal accomplishments, talents, abilities, hobbies, experiences). Here's your chance to stand out as someone unique!]

What graduate program you are applying to?

Provide list of:

Name, titles, and addresses (and DEADLINES!) of where you want letters sent:

**** Include an electronic copy of your transcript.**

**** Also, remember to include the Permission Document (waiver) form.**

**** It is recommended that you obtain assistance from the writing center for writing samples that you include in your application.**