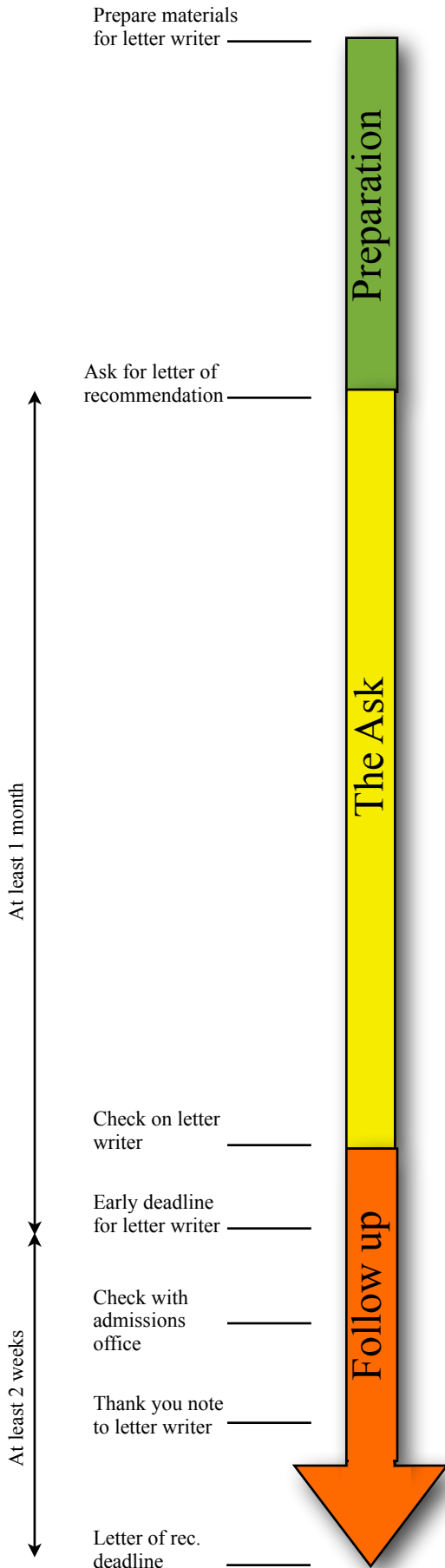


Guidelines for Letters of Evaluation or Recommendation



What kind of letter do I need?

- Letter of recommendation: Referee explains why you would be good in the field you are applying to
- Letter of evaluation: Referee objectively evaluates your strengths and weaknesses in the field you are applying to

How many letters will I need?

- The number and type of letters required vary by school

Check with each school's admissions office to determine what kind of letter and how many you will need!

Whom should I ask?

- Ask people whom spent time with you, admire your work, and can talk about you in detail
- It is not about whom you know, but what they know about you!

When should I ask?

- Give your referees at least a month to write the letter
- Always give a deadline at least two weeks before the letter is due

How should I ask?

- Be sensitive when you ask: find a moment when the person is not rushed or distracted
- Ask if they can write you a strong letter or if they know you well enough to write a meaningful letter
- If they agree, provide a packet; the more information you provide, the more detailed the letter

Your packet should contain...

- | | |
|---|--|
| • Why you asked her/him | • Submission instructions |
| • A list of courses you took from her/him and the grade(s) you received | • Submission deadline |
| • Any exceptional work you produced for her/him | • Recommendation/evaluation form, if applicable |
| • The area you hope s/he will address | • A stamped, addressed envelope (postal service submission) or student and letter ID numbers (electronic submission) |

Additional helpful materials may include copies of the following:

- Transcripts (unofficial STAR transcripts are fine)
- Resume, CV, or list of professional experiences
- Personal statement

Follow up!

- Check with your referees occasionally: have they had a chance to write it yet?
 - Ask whether they need additional information/materials
- Once referees submit their letters, regularly check with the admissions office until you receive confirmation that all letters have been submitted
- Most importantly, *send a sincere thank you note to everyone who wrote a letter for you!*