

Letters of Recommendation Instructions

- A. All requests for letters of recommendation must be made no less than one month prior to the time they need to be received.
- B. *All your signatures must appear where needed, e.g. to waive right of access*
- C. Supply us with a folder that contains the following:
 - 1. PRINTED SHEET THAT SUPPLIES THE: *(see example below)*
 - a. Names of all the schools
 - b. Department to which applying
 - c. Exact mailing address for recommendation e.g., send to applicant or institution
 - d. Due dates to every school *beginning with the earliest*
 - e. If needed, provide SSN# on the recommendation form
 - f. Note where prof's signature is required e.g., flap of envelope
 - g. Note number of copies needed, if necessary
 - 2. GPA INFO:
 - a. An accurate report of your GPA for *all* classes
 - b. An accurate report of your GPA for just your philosophy courses
(You should have access to your transcripts from BannerWeb)
 - 3. PREADDRESSED STAMPED ENVELOPES with peel and stick closures for prof's letter and the university recommendation form.
 - 4. A copy of the STATEMENT OF INTENT that will accompany your application
 - 5. A photocopy of the WRITING SAMPLE that will accompany your application
 - 6. If professor requests, an updated resume or vitae

Example:

Institution/Department	Mailing Address	Due Date	Signature Needed on envelope?
University of Notre Dame Philosophy Department Overall GPA: 3.6 Philosophy GPA: 3.7	Director of Graduate Studies Department of Philosophy 333 Decio Hall University of Notre Dame Notre Dame, IN 46556	Jan 15, 200_	No
Harvard Divinity School Biblical Studies Overall GPA: 3.6 Philosophy GPA: 3.7	Jane Doe 110 Border Lane Levittown, NY 11756	Feb. 1, 200_	Yes