***Requesting a Letter of Recommendation***

(Mac users may need to print out this form and hand-write entries.)

Ask your potential recommender in person if he/she feels he/she could write you a good letter. Provide your recommenders with the materials/information described in this document (as well as a résumé if possible). Please try to provide your recommender with all the materials/information for all schools to which you’re applying *at the same time*. Should you decide later that you will not be applying to a particular school, let your recommender know as soon as possible.

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| --- |
| Your name: Enter your name here. |
| Email: Enter your email here. |
| Phone: Enter your phone number here. |

What courses have you taken from me, and what grades did you earn in the courses?

Course: Grade:

|  |  |
| --- | --- |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |
| Enter course name here. | Select grade. |

What is your current **overall** Grade Point Average? Enter your GPA here.

What is your current **Psychology** Grade Point Average? Enter Psychology GPA here.

If you have taken the GRE, what were your scores?

Verbal score: Click here to enter score. Verbal percentile rank: Click here to enter percentile.

Quantitative score: Click here to enter score. Quant. percentile rank: Click here to enter percentile.

List any honors, awards, recognitions, or extracurricular activities that you’d like me to be aware of while writing your letter.

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| --- |
| Click here to enter text. |

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| --- |
| School: Enter school name, program type, degree type. |

Date letter is due: Select a date here.

How will the letter get to the school? (please check one)

electronically *(you will give the school the recommender’s contact information)*

mailed directly to the school

* *Provide the school’s recommendation form that you have completed/signed (including a waiver of rights).*
* *Provide a stamped envelope that is addressed to the school.*

returned to student

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* *Provide an envelope that is addressed to you (put a stamp on the envelope if it is to be mailed to you).*

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