Date Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LETTER OF RECOMMENDATION REQUEST FORM**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why do you need a letter of recommendation?**

College or Scholarship Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Qualifications/Selection Criteria (Academic, Activities, Leadership, etc. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Total weighted GPA: \_\_\_\_\_\_\_\_\_\_ SAT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Early College? [ ] Yes [ ] No If so, what courses did you take and what grade(s) did you earn?  
College Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_ College Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_

Intended College Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Long Range Career Plans/Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Awards & Recognition: List any awards you have received and why

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Volunteer Service: Where did you volunteer, what did you do, and total hours of service.   
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Extracurricular Activities: List your in-school and out-of-school activities and any leadership positions.

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Work experience: List employer and explain your employment or internship responsibilities.

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Other: List any special interests, hobbies, or talents:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you consider your strengths as a person and as a student?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other information that would be helpful, such as obstacles you have overcome or life challenges. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guidelines for Requesting a Letter of Recommendation**

1. Ask for the recommendation in person. (“Would you be willing to write a strong letter of recommendation for me?”) Be specific on why you need it and when you need it.

2. Request more than one recommendation. For UH and many other colleges you need a counselor recommendation. Many schools and scholarships also require recommendations from academic teachers. Copy this completed form to give to your counselor and also one or two academic teachers.

3. Recommenders need 10 days to two weeks notice for a recommendation letter. Staff members cannot provide a letter of recommendation the same day you request one.

4. Once you have confirmed that a letter will be written on your behalf, confirm the recommender’s email address. Write it down, to enter on your on-line applications.

5. Advise the recommenders that the recommendation letter will most likely be submitted on-line. An email will be sent to them with a link to your application.

Sometimes a hard copy of a letter is required for a scholarship or college admission. Follow the scholarship instructions for recommendation letters. If your recommender gives you a letter in a sealed envelope, don’t open it; submit it in the sealed envelope.

6. A few days before your deadline, follow up to check on the status of the recommendation.

7. Letters often take an hour or more to write…so say, “please” and **write a Thank You note**!

**Recommender Information**

If you are unable to provide a strong recommendation, please re-direct the student to someone who can. This might be a different instructor, an administrator, a coach, etc.

You are not expected to write a letter of recommendation on demand. It is appropriate to ask for 10 days to two weeks to complete recommendations. Be direct if you are unable to complete the request by the deadline.

It’s the student’s responsibility to provide you with everything you need to write a letter of recommendation. It’s best to prepare a hard copy of the letter, but you will very likely submit the letter on-line, via emailed instructions that contain a link to the student’s application.

It is up to you, if you choose to provide the student with a copy of your recommendation.

However, please communicate with students when the recommendation has been submitted or if you have a hard copy ready for them to pick up.