**Lee University**

Recommendation Request Information Form

Note that you should request letters of recommendation several weeks before the earliest deadline to give faculty adequate time to prepare (one month would be most courteous). Provide as much information as possible to assist faculty in writing a detailed letter.

1. YOUR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date this form was submitted to your recommender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Current e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Overall GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA for Psychology: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. List your minor or second major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. When will/did you graduate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. GRE scores:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Total Score | Verbal | Math | Writing | Advanced Psychology |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. List all courses you have taken with the recommender:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Course Name | Semester | Final Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. List any scholarships or awards that you have received:

|  |
| --- |
|  |

1. Describe any work or volunteer experience relevant to Psychology:

|  |
| --- |
|  |

1. Describe any research experience that you have (who did you work with, what was the project, what skills did you develop):

|  |
| --- |
|  |

1. List all conference presentations and/or publications:

|  |
| --- |
|  |

1. Other extracurricular activities, particularly if you took a leadership role:

|  |
| --- |
|  |

For each graduate program, indicate the name of the university, the degree to which it leads, and name of the program (for example, Ph.D., Social Psychology). Also give the deadline (when the recommendation needs to be mailed or returned to you). In the “Form?” column, indicate whether or not a form is required (some programs require a form while others just want a letter), or whether the recommendation is to be completed online. Finally, indicate whether the recommendation is to be sent directly to the university (U), or to you the student (S), or to be completed online (O).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of University** | **Degree/Program** | **Due Date** | **Form?** | **Return to** |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |
|  |  |  | (Y) (N) | (U) (S) (O) |

For each recommendation that is to be sent directly to a university, provide the full address of the program to which the letter is to be sent. In addition, please describe the most appropriate method to use to send your recommendation directly to the school/organization (e.g., email, snail mail, etc.).

**Finally, include the materials listed below when requesting letters of recommendation. Put all of these materials together (e.g., in a manila folder or large envelope). If you decide to add more schools to your list later on, be sure to provide an updated copy of the list above.**

* Curriculum Vita/ Résumé
* Copy of your personal statement