

## Letter of Recommendation Guidelines

With applications to different summer internship programs, it is very important that you follow the letter of recommendation guidelines as outlined below:

Letter of Recommendation to Summer Programs, Scholarships, graduate, medical schools:

- Allow at least two weeks before the Letter of Recommendation is needed.
- Fill out required Letter of Recommendation Form completely. Failure to do so will jeopardize your letter being ready on time. I will not call you to obtain pertinent information which you should have included in your letter.
- For those of you who conducted research, include a copy of your abstract with the Recommendation Form. It gives me a better idea of what your research entailed. Please list names and locations where you presented that research.
- Include a copy of a transcript
- For incoming freshmen who don't have an established GPA please list all pertinent high school activities and scholarships which demote leadership.
- **ATTENTION STUDENTS: PLEASE INCLUDE AN ENVELOPE ADDRESSED TO THE PROGRAM FOR WHICH YOU ARE REQUESTING A LETTER OF RECOMMENDATION.**

Graduate school applications and medical school applications:

- For those of you applying to multiple schools, its important that you provide a chart listing what schools you are applying to, complete address, contact person, program you are applying to, deadline, and whether the letter needs to be sent or will be picked up by you at our office
- For those of you applying to **medical schools**, the form from the Biological Sciences Undergraduate Affairs Office, must be signed, and completely filled out. You must also type the name, position of the person providing your letter of recommendation. Just leave the signature part blank.
- For all Letters of Recommendation, whether they are to this office or one of your professors, take the time to send a written "Thank You" card. Who knows, maybe that person would be willing to write another letter someday. Letters of recommendation are an enhancement we provide through this office. They are not part of our job description.

# Letter of Recommendation Request Form

*Please allow at least two weeks for processing of your letter.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

UCI ID# \_\_\_\_\_

Telephone# \_\_\_\_\_

Year (circle one): freshman    sophomore    junior    senior

Major(s): \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Local Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*If you are applying to a graduate program you must have at least one letter of recommendation from a UCI faculty member in the discipline of study you are interested in.\*\*\*

**Faculty name** \_\_\_\_\_ **Department** \_\_\_\_\_

**Please attach your:**

1. Resume
2. Unofficial Transcript
3. Statement of Purpose

\*\*Make sure to describe or discuss: research, awards, volunteer/ work experiences, or anything that is pertinent to the program(s) to which you are applying. If you have conducted research, either attach an abstract or list the research title and faculty.

\* \* \* \* \*

**For each program please list:**

Name of Program & Mailing Address:

To whom the letter should be addressed:

Application Deadline: hold or mail?