

Letter of Recommendation Request

Student Name: _____

Today's Date: _____

Current GPA: _____

First Application Deadline: _____

Prior to completing this form, please ensure that you have completed the [letter of recommendation or reference release form](#) provided online at the Dickinson College Registrar's Office webpage in accordance with FERPA compliance. Before I agree to write a letter of recommendation for you, you must have submitted the letter of recommendation or reference release form and answered the questions below. Please type your responses and return this completed form to me by email (marshaem@dickinson.edu) and attach your CV. After I read your responses, I will be in touch regarding whether I am able to write you a letter of recommendation. Thank you!

1. How long have I known you (the applicant)? Since what semester and year?

2. In what capacity have I known you (the applicant)? Advisee? Student in a small class? Student in a large class? Researcher? QR Center employee? Please list all that apply.

3. What courses did you take with me?

| Course | Semester | Year | Grade | Comments |
|--------|----------|------|-------|----------|
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4. Did you complete a research project in any of these courses? If so, provide a brief description of the project including your research question, methods, and results.

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5. Please list the schools and programs that you are applying to in order of application deadline (with the earliest deadline first). Be as specific as possible.

| Institution Name | Program Name (e.g. M.A. in ..., M.S. in..., Ph.D. in...) | Listed on FERPA form (Yes or No) | Application Deadline | Notes |
|------------------|---|-------------------------------------|----------------------|-------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

OR

Provide a description of the program, award, or honor that you are applying to be part of or receive. Be sure to also make note of the application deadline.

| Program/Award/Honor Name | Application Deadline | Notes or Description |
|--------------------------|----------------------|----------------------|
| | | |
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6. What other coursework have you taken that is relevant to the degree program(s) listed above. Be specific.

| Course | Semester | Year | Grade | Professor | Comments |
|--------|----------|------|-------|-----------|----------|
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7. Why have you chosen me to write your letter of recommendation? What experiences have well-positioned me to describe your qualifications for your program of choice? Explain.

8. Please provide an electronic signature indicating that all the information on this form is accurate.

_____ Student Signature and Date