

**If you have worked with me or taken my class, and want me to write you a letter:**

I'm glad to write you a letter regarding either our research work or the course work. Like every other professor, I can only comment on what I know. For example, I cannot judge your research potential if you only took my course. However, if you have done research with me and achieved a meaningful outcome, or attended my class and received plenty of bonus points (i.e., candies), you can expect to get a strong letter.

If you plan to get my letter, please:

1. inform me at least a month ahead with your background and (draft) resume so that I can find out time to write you the letter;
2. after my reply, if needed, schedule a time so we can briefly meet and reach a consensus on what to include;
3. provide me with a full list (at most 10) of schools and links at least 10 days before the intended time you want me to submit the letter (e.g., if the deadline is 12/15 but you give me the link on 12/14, I can only guarantee to do so before 12/24). Please do so at once—not one school at a time. Please be reasonable.

If you are applying for grad schools starting in the fall semester, you should check with me no later than Nov 30, and please include your CV, statement (can be a draft version), and other useful information (e.g., transcript). I need to write at least 20 letters every year, and most of them are written during this time period, so please consider my workload. If you did not finish the rest of the steps on time, then I may not be able to provide you with such a letter, even if I say so in step 1.