Letters of Recommendation

I will only agree to write a letter of recommendation for you if you give me at least two weeks prior notice.

- (I) Please email me (<u>aaksoy@cmc.edu</u>) your answers to the following questions:
 - 1. What are you applying to? (Graduate school, summer internship, scholarship)
 - 2. What makes you particularly qualified for this program/scholarship?
 - 3. What are some of your academic accomplishments?
 - 4. What are your long-term goals?
 - 5. Additional information (REU, summer internship, interesting jobs, nonacademic accomplishments)
- (II) Bring a folder to my office at 215-Adams Hall-CMC, or my mailbox in FSC-West, containing:
 - 1. All necessary recommendation forms. (Complete as much as you can and do not forget the sign your part).
 - 2. A list of addresses (email or physical) of all institutions you are applying to. Include due dates.
 - 3. A copy of your transcript.
 - 4. A copy of a personal statement. (If applicable most graduate schools require one)

Feel free to talk with me about any other issue you might think relevant for the letter and do not forget to remind me the due dates. Thanks!

Reference Le	tters for:						
200		st Name Middle	Initial Last	Name	Nickname		
STUDENT	CONTACT IN	FORMATION:					
Name							
				ension/Number _			
Home Address	s		Phone Nur	nber			
Cell Phone							
Emails (schoo	l email and altern	nate email addresses)					
Note: I can be	e reached via	during these	dates			•	
I will be on va	acation/traveling	during these dates	-	, but can be	reached via		
	•						
Sort by deadl	line date.						
Ţ.		•					
Deadline	School	Program Code	Online Reference	Passw	ord for	Notes	Complete
for	Mailing	(For UC school, be sure to look u and include the School Program	. L. A. M.	Onlin	e Reference		(/)
Reference	Address -	code which effects campus	• (yes / no)	websi	te access		

for Reference Letters	School Mailing Address	Program Code (For UC school, be sure to look up and include the School Program code which effects campus mailbox and zip code.)	Online Reference Form? • (yes / no) • list website address	Password for Online Reference website access	Notes	Completed? (✓)