

INSTRUCTIONS TO STUDENTS LETTERS OF RECOMMENDATION

Congratulations on your decision to attend graduate school! The following instructions were written assuming that you have already discussed graduate school with your advisor. If not, please begin there.

The Psychology Department has 5 copies of the APA's reference book on graduate schools titled *Graduate Study in Psychology*, available for check-out in Weyerhaeuser 307. This reference book lists all of the universities and colleges in the U.S. and the psychology programs they offer. It also contains addresses and due dates for application submission.

REQUESTING LETTERS OF RECOMMENDATION:

- A. Contact the schools you are applying to and request application materials. **Follow application directions carefully.** Review what each particular university or college requires for faculty recommendation letters.
- B. Courteously ask three professors of your choice if they would write a recommendation letter for you. Complete the Recommendation Questionnaire which is attached to these instructions. Provide this form with an unofficial transcript and a list of addresses with due dates for the graduate schools you are applying to.
- C. Make the above referenced list of graduate schools you are applying to with complete addresses for submitting letters and recommendation forms. Be sure to include application due dates next to each graduate school you are applying to. If you will be sending some of the application materials yourself, please indicate which ones by typing "Return letter to me" next to that school's address. Please provide a self-addressed and stamped manila envelope for recommendation letters you will send yourself.
- D. Fill in all of the sections of the *recommendation forms* provided by the graduate schools marked "TO BE COMPLETED BY THE APPLICANT".
 - Sign it if there is a place for your signature.
 - BE THOROUGH! Don't overlook anything you are supposed to provide or you may hinder the timely completion of your application.
- E. Photocopy and assemble in a large manila envelope (one packet for each professor):
 - the graduate school address list with due dates—please indicate if the school did not provide a form
 - completed recommendation form(s) as required from each graduate school
 - A stamped and self-addressed manila envelope for any recommendation letters you would like returned to you
- F. GIVE a complete packet to each of the professors you are asking for a recommendation letter.

Good luck to you! Let us know when those acceptances start pouring in.

DEPARTMENT OF PSYCHOLOGY

RECOMMENDATION QUESTIONNAIRE

DEPARTMENT OF PSYCHOLOGY

NOTE: It is suggested that you submit an unofficial copy of your most recent transcript with this questionnaire when you give it to the professors who have agreed to write recommendations for you.

Name:

Address:

E-Mail:

Phone:

ACADEMIC BACKGROUND

- 1] **Major(s):**
- 2] **Minor(s)** or areas of emphasis in other departments:
- 3] **Quantitative Background** (list math, statistics, and computer science courses):
- 4] **Natural Science Background** (list courses in chemistry, biology, physics, etc.)
- 5] **Psychology Background** (list all psychology courses you've taken):
- 6] Briefly describe any **internships, independent studies, or research projects** in Psychology that you've done.
- 7] Your overall GPA is _____ Your Psychology GPA is _____

8] Provide your scores on the following **standardized tests** if you have taken them:

GRE-General:
Verbal
Quantitative
Analytical

GRE-Subject:
Verbal
Quantitative
Analytical

GMAT:

LSAT:

MAT:

ANY OTHERS?

9] Have you received any **academic honors** or **awards** (including honorary society memberships and scholarships)?

ADDITIONAL EXPERIENCE

1] List **extracurricular activities** including name and description of group and your level of participation. (For example: Debate club, member, Psychology Club, vice-president.)

2] Have you had any **work-related experience**? Please describe.

TYPE OF POSITION SOUGHT

1] **Graduate School**

Types of programs you're interested in:

Degree sought:

Specific institutions you're applying to:

2] If you are **applying for a position** in a business, service agency, clinic, etc:
Occupations of interest:

Specific positions or business/agency you are applying for or to:

- 4] Is there any additional information that you think might be of help in preparing your letter of recommendation?