

**TO:** Anyone Requesting Letter of Recommendation for Graduate School

**RE:** Procedures

Yes, I am willing to write a recommendation for you to be admitted to grad school elsewhere, under the following conditions:

- Provide addressed and stamped envelopes as appropriate
- Complete the following information questionnaire
- Fill out and sign the attached **Reference Request Form from Career and Placement Service**

Your name: \_\_\_\_\_ How long you have known me: \_\_\_\_\_

Courses you have taken from me, semesters, and grades earned:

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Topics of term paper(s) written for me, if any:

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Other contact we've had for advising, clinic supervision, etc.:

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List of pertinent extra curricular activities, employments, and volunteer work:

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The strengths you see in yourself that would make you a good graduate student:

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Please list dates that applications are due:

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