

Guidelines & Etiquette on Letter of Recommendation Requests



How to approach faculty or staff members for letters of recommendation

Before you ask a faculty or staff member for a letter of recommendation make sure you consider the following:

1. Does this professor/staff member know your name?
2. Did you take a class with this person or were you involved in another academic setting?
3. Can they provide information regarding your academics?
4. Can this person speak to how a scholarship will benefit you?
5. Can they speak on your behalf regarding your financial status or hardships?

If you answered ‘yes’ to most of these questions:

Set up a meeting with your recommender to ask them if they feel comfortable supporting you with a letter of recommendation or evaluating you.

What should you give your recommender when you ask them for a letter of recommendation?

1. Résumé
2. Autobiographical statement
3. Any supporting documents that will make it easier for your recommender to support you with a letter of recommendation

What should the recommender know?

1. The request for a letter of recommendation will be sent to the recommender via email
2. The letter of recommendation will need to be filled out and submitted online