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:

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<thead>
<tr>
<th>GRE-General:</th>
<th>GRE-Subject:</th>
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<tbody>
<tr>
<td>Verbal</td>
<td>Verbal</td>
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<tr>
<td>Quantitative</td>
<td>Quantitative</td>
</tr>
<tr>
<td>Analytical</td>
<td>Analytical</td>
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</table>

| 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:
1] What are your academic strengths and weaknesses? Indicate the type of courses you did well in and those in which you were not at your best. Be sure to discuss why you feel you do well or poorly in certain courses.

2] What aspects of your background do you feel qualify you for the position you are seeking?

3] We are often asked to comment on our personal characteristics such as dependability, initiative, maturity, communication skills (both verbal and written), and overall intelligence. How would you rate yourself in these areas? Also, do you possess any unique personality characteristics which you feel might be important for your prospective employer or graduate school to be aware of?
4] Is there any additional information that you think might be of help in preparing your letter of recommendation?