

# Letter of Recommendation Request Form

Directions: Please read the written policy in the FVS Handbook and this form completely. Follow all instructions on this form and in the written policy. Complete the form and send your request for a letter of recommendation to your faculty recommender and copy Emily Amendola. Without this form completely filled out, faculty are unable to write letters of recommendation.

Please note, this form needs to be submitted only once per application season.

## Applicant Information

Full Name: \_\_\_\_\_

Program/Department: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Email Address: \_\_\_\_\_

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## Planning for Letters of Recommendation

### 1. Advance Notice

Requested Submission Date (for first letter): \_\_\_\_\_

Was this request submitted at least 3–4 weeks in advance?

Yes  No

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### 2. Purpose of Request

Type of Opportunity (check all that apply):

Fellowship

Grant

Job

Other: \_\_\_\_\_

Description of Purpose (attach additional page, website links, if needed):

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### 3. Discussion with Recommender

Have you offered to meet with your recommender?  Yes  No

Meeting Date (if applicable):

Additional Notes (optional):

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## Supporting Materials

Please check all materials included:

- Curriculum Vitae (CV)
- Class Papers (with instructor comments, if available)
- Writing Sample (if applicable)
- Unofficial Transcript
- Forms and Waivers (if applicable)

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## Applicant Certification

I confirm that all information provided is accurate and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_