

PROCEDURES FOR CREATING A FILE OF RECOMMENDATIONS FOR GRADUATE SCHOOL

When you apply for admission to a Graduate or Professional School, you will be expected to forward letters of recommendation to support your applications. The number of references required varies from school to school, but generally between three and four letters are requested. We can help you establish a file of recommendations and forward this information to the schools you indicate.

If you are interested in this service, please follow the guidelines listed below:

- 1.) Complete the blue Credential File Agreement and return the form to the Career Development and Placement Office secretary. This will open a graduate school file.

You will have to indicate your Right of Access Decision. If you waive your right of access on the release authorization, you give up the right to read the letters in your file or to receive copies of your file. The decision to waive your right of access or not waive your right of access is **YOURS**. The Career Development and Placement staff cannot advise you on this matter. You may want to confer with the individuals from whom you are requesting letters.

- 2.) Contact your recommenders and give each a completed copy of your Graduate/Professional School Recommendation Form. You may also want to furnish them with a resume or Curriculum Vita for additional information. If possible, set up an appointment to discuss your career goals. Letters of recommendation are evaluated on the dual criteria of positive tone and detail, so the more information you provide the more detailed the letter is likely to be.
- 3.) Allow sufficient time for the recommender to complete your recommendations(three weeks). You may want to provide envelopes addressed to the Career Development and Placement Office as a courtesy or for some programs, stamped envelopes addressed directly to the graduate programs.

CHECK WITH CAREER DEVELOPMENT AND PLACEMENT OFFICE TO BE SURE YOUR LETTERS HAVE ARRIVED...

- 4.) When you begin applying to graduate schools and wish to have your recommendations sent, see the secretary for the necessary request forms. She will process the request and forward your recommendations. **Because of the heavy workload associated with mailing recommendations, please allow two weeks to process your request. Check your deadlines and plan accordingly.**
- 5.) If you have any questions regarding this process, schedule an appointment in the Career Development and Placement Office.