



Letter of Recommendation Request Form

Full Name (please print): _____

Student ID: _____

Class of: _____

Dean's Letter of Recommendation (for one-year fellowships, scholarships, MBA, MPP programs) – Official copy with signature. This form must be accompanied by your updated CV, personal statement, and deadline date.

I am applying for:

I am applying because:

If accepted, I hope to gain

If invited to interview as a result of my application, I accept my obligation to go. YES NO (circle one)

List names and addresses for mailing documents below (for more than two locations, please attach second sheet):

1. _____

2. _____

Deadline date is: _____

Deadline date is: _____

Note: allow 4 weeks for letter preparation. If deadline is in January, request form is due by October 15.

My signature assures my commitment to attend an interview if selected by the program(s) for which this letter is requested.

Signature

Date Requested

======(FOR INTERNAL USE ONLY)=====

Approved _____

Not Approved _____

Conditions/Comments _____