

Request for Letter of Recommendation

Name: _____

Advisor: _____

Addresses and information for where to send letters:

Names and Address for letters	What do I need to do? (circle all that apply)
Due date: _____	Fill out form provided and attach letter Write letter only Submit recommendation online web address: _____ Give letter back to you when written
Due date: _____	Fill out form provided and attach letter Write letter only Submit recommendation online web address: _____ Give letter back to you when written
Due date: _____	Fill out form provided and attach letter Write letter only Submit recommendation online web address: _____ Give letter back to you when written
Due date: _____	Fill out form provided and attach letter Write letter only Submit recommendation online web address: _____ Give letter back to you when written
Due date: _____	Fill out form provided and attach letter Write letter only Submit recommendation online web address: _____ Give letter back to you when written

List all courses you've had with me (including those in progress):

Course Number	Semester	Grade

List any research projects you've been involved with while at MU:

Project	Supervisor	Remarks

List any outside-of-class activities such as Campus Weather Service, Band, Sports, or Clubs that you've been involved with while at MU:

Activity	Dates	Remarks

I also need the following:

- A copy of your transcripts (not a degree audit) with all classes you have had with me highlighted.
- All necessary forms that I need to fill out, with any information you can fill out already completed (such as my name, address, etc.)
- Stamped and pre-addressed envelopes for letters that need to be mailed.

Please put all the information into a single file folder or large envelope.