# Letters of Recommendation

Basic Information Form

Please complete this form and return it to your professor. In return for this letter, the Psychology faculty asks you to keep in touch. We want to know where our graduates are going, what they’re doing, and how we’re doing.

**Some Suggestions:**

1. Provide your references with a copy of your transcripts and curriculum vitae (CV) or resume.
2. Give your references a grid that includes the schools to which you are applying, the degree (Masters or Doctorate), the field (e.g., Clinical, Developmental, Counseling, etc), and the due late for the letters.
3. When you send your references particular forms that individual schools need filled out, BE SURE TO REVIEW THOSE FORMS BEFORE SENDING THEM TO YOUR REFERENCES. Often times these forms contain information that you need to complete. DO NOT SEND YOUR REFERENCES INCOMPLETE FORMS.
4. If you need letters directly mailed to a school, provide your references with addressed and stamped envelopes.

Your name:

(Note: Make sure you include the proper reference forms (with your name on them) and / or names & addresses of institutions to which you are applying.)

Date you gave me this form:

Date you need my reference (you should give me **two weeks minimum**):

When were you at UIS?

What was your overall GPA? Psychology GPA? Last 2 years GPA?

What were your GRE scores?

What is your concentration area in psychology?

What courses did you have with me? Tell me what the courses were, when you took them and what grade you got.

Who is your adviser?

What kind of research experience do you have?

What kind of relevant internship or work experiences have you had?

What kind of teaching experience do you have?

What have you done in my classes, besides tests?

What are your career goals? (i.e., research, teaching, clinical work, etc.):

What is your primary area of interest in psychology:

What kind of special honors, academic scholarships received, etc., have you received?

What other kinds of experiences do you have relevant to your application (such as tutoring, mentoring, working with special populations, etc.)?