

Letters of Recommendation

Basic Information Form

Please complete this form and return it to your professor at **minimum 2 weeks** before your references are due. In return for this letter, the Psychology faculty asks that you keep in touch. We want to know where our graduates are going, what they're doing, and how we're doing.

It is preferred that you also include a grid detailing the location to which you are applying, the degree program or position, and the due date for the letters. Two grid options are provided at the end of this form for your reference, however you only need to fill out the one that applies, or you may create your own version to attach to this form.

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.

Some Suggestions:

1. Provide your references with a copy of your transcripts and curriculum vitae (CV) or resume.
2. 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.**
3. If you need letters directly mailed to a school, provide your references with addressed and stamped envelopes.

Your Name |

Date Form Given |

Years at UIS |

- Academics -

Advisor |

Overall GPA |

Psychology GPA |

GPA for Last Two Years |

GRE Scores |

- Faculty -

Courses with Me

What Have You Done in My Classes, Besides Tests

- Interests & Goals -

Concentration Area |

Primary Area of Interest in Psychology |

Career Goals

- Experience -

Research Experience

Relevant Internship/Work Experiences

Teaching Experiences

Special Honors, Academic Scholarships, etc., Received

Other Experiences Relevant to Your Application

- Application Grids -

For Graduate Schools

School Name	Program Type (e.g., Masters, PhD, PsyD, EdD)	Program / Area Concentration (e.g., Experimental, Social, Counseling, Forensic, etc.)	Due Date for the Application

OR

For Jobs / Internships

Site Name	Position Title (e.g., research assistant, substitute teacher, etc.)	Relevant Details about the Site and Job (e.g., who the job works with, what your duties are likely to be, etc.)	Due Date for the Application