

Reference Letter Checklist

Most schools will require at least 3 letters of recommendation. A professor needs to know you beyond just another student in the classroom to write you a good letter of recommendation. Get involved! Participate in research (Research Experience, Research Practicum, Independent Study), an internship, and/or find some other way to go beyond the average student (e.g., volunteer your time and energy to PsiChi or RCPA). It is your job to distinguish yourself so that your professors have something good to say about you beyond, “She showed up to class every day and was a fair student.”

late August (senior year)

_____ Ask individuals if they will write you a letter of recommendation. Once they agree, thank them and let them know you will be providing them with all of the materials that they will need sometime in early November.

early November

_____ Provide your references with the following materials:

_____ A copy of your Curriculum Vitae or Resume

_____ A copy of your Statement of Purpose

_____ A completed Reference Letter List—listing all schools (attached)

_____ A completed Reference Letter Request for each school (attached)

_____ Any application forms that need to be completed by your references (in the same order as your list)

_____ Pre-addressed and stamped envelopes for each application (in the same order as your list)

after April

_____ Inform your letter writers of your decision and thank them for their assistance

Reference Letter List

Student name: _____

	Deadline	School

Items attached:

	Vita/Resume
	Statement of Purpose
	Preaddressed stamped envelopes
	Additional application forms to be completed by professor

Reference Letter Request

Student name: _____

School: _____

Program : _____

Degree: _____

Potential Mentor(s): _____

Deadline: _____

	Paper reference to be mailed by professor directly to school	
	School address:	
	Paper reference to be given back to student (sign across the seal)	
	Separate application forms to be completed by the professor	
	Electronic reference to be completed online	
		Professor will be contacted by school
		Student emailed the link to the professor
	Additional instructions:	