

**Honors Program
Northern Kentucky University**

Letter of Recommendation Request Form

Name: _____

Last 4 Digits of your Social Security Number: _____

Phone Number: _____

Email: _____

Dear Student:

Letters of recommendation are an important part of any job, scholarship or graduate school application. When approaching a faculty member regarding a letter of recommendation, ask whether he or she can “write you a *strong* letter of recommendation.” The faculty members that you ask to write your letters want to be able to write you a letter that will give you the best chance at achieving your goals. To ensure that the persons who write recommendations for you have sufficient information to do so, the Honors Program asks you to submit materials that document the information requested in this form. It is your responsibility to give a copy of these materials to each faculty member writing a letter for you and to give them these materials *at least* 3-4 weeks prior to the deadline. If a recommendation form is included in your application package, be sure to complete the part of the form that is your responsibility before giving it to the person writing your recommendation.

CONFIDENTIALITY OF REFERENCE:

_____ I waive my right to review this evaluation.

_____ I do not waive my right to review this evaluation.

PERMISSION TO RELEASE INFORMATION:

I, the undersigned, hereby give permission to the faculty member writing this letter to release information found in my academic records. The faculty member has permission to comment on my performance in class, my GPA, and any other factors pertinent to my application.

Signature: _____ Date: _____

**Honors Program
Northern Kentucky University
Information for Letter of Recommendation**

1. Overall GPA

[NOTE: Please attach a copy of your unofficial transcript that is available on Norse Express. On your transcript, be sure to highlight the Honors and honors general education courses you have taken.]

2. Verbal, Quantitative, Analytical GRE scores (if known)

3. Please list any honors and awards you have received (e.g., scholarships, honor societies).

4. Describe the research that you have been involved in either independently and/or with faculty. Specifically, identify your supervisor or mentor, whether the work was a class project or done out-of-class, the title of the project, and list your role on the project (i.e., your duties and responsibilities).

5. List any published papers and/or conference presentations (at on-campus events, local, regional, national conferences) that resulted from your research. Please use the citation style (APA, MLA, etc.) specific to your discipline.

6. Describe any teaching experience you may have acquired (e.g., academic tutor, HNR 101 mentor).

7. List any student organizations you belong to or have belonged to and be sure to indicate any offices you held within these organizations (e.g., president, treasurer).

8. List and describe any leadership roles you have had other than in student organizations (e.g., work, civic groups, etc.).

9. List other student activities in which you have participated or volunteer experiences.

10. Describe any additional strengths or characteristics that you feel make you a good candidate for graduate school, this job, scholarship, etc.

11. If you have written a career goals letter or autobiographical statement for graduate school, please submit it with your materials. If not, please state your professional goals including the area you wish to study.

12. Be sure to include a list of the programs to which you are applying along with their application deadlines. In addition, be sure to include stamped, pre-addressed envelopes for all letters.