

Letter of Recommendation Requests

Instructions

I have to limit the number of recommendation letters that I can provide on behalf of any student during a single semester to **THREE** total, one of which may be the Common Ap. Please consider carefully before submitting your requests. I need to receive all your materials no less than 2 weeks before the **earliest** deadline. I will not accept requests during and after Pre-Finals week. If your deadline is January 1, request your letter before Thanksgiving Break.

I do not have an “office” this semester, nor a phone, and I must stay within state guidelines for how many hours I can spend on campus – so this is the procedure that all of us must follow to insure I receive your requests and materials in a timely, secure manner:

1. Email me at marcia.inman@unt.edu to request recommendations. I will reply with a yes or a no.
2. Put the materials I will need in a letter-sized manila folder with your name and the **EARLIEST** deadline on the outside of the folder (see below for materials that I need).
3. Take the folder to the English Office, Auditorium Building 112 and ask the Receptionist to put the folder in my mailbox. The receptionist will date-stamp the folder, and I will pick up the materials either M or W. This is the only way such confidential material can be handled securely.

So, what goes in the folder? I need the following from you when you request a recommendation:

- ☐ A completed request form (my own design – see below) showing the institutions and their deadlines so that I can get the letters out on time.
- ☐ Pre-addressed, pre-stamped mailing envelopes completely filled out **for any school that requires a hard copy application/letter/form**. UNT English Department envelopes are best for mailing and are available from the English Office in the Auditorium Building, Room 112.
- ☐ Please fill out any part of the application form you can – all of your information and my name, semester(s) you were in my class, our school address, etc. – whatever you can possibly fill out so that I can spend time on your letters, not the forms. Remember to sign the forms/waivers if there is a place for that on the application. **Envelopes are, naturally, NOT required for schools you have listed on your Common Ap or any school that handles the applications completely online.**
- ☐ A paragraph from you explaining what your career interests are; what you do to manage the stress of rigorous academic demands; where you get the best encouragement to pursue your goals. I also would like you to talk about your experience in my course – things like what you remember most, what you took away from the course. This is not a college entrance essay, nor will I hand it back to you full of red ink, so relax. This paragraph will help me **personalize** the letter and show that I know you and have some sense of who you are and how you take care of yourself under stress. Some institutions flatly state that personal observations are precisely what they want from my letter – so help me out, OK?
- ☐ Instructions where needed – some schools have special requirements you may need me to be aware of, so include these on the request form so I can accommodate them.
- ☐ A signed waiver (it’s the last line of the Request Form) showing your acknowledgement that all letters I send are confidential; I will not share their content with you. This confidentiality is required by most institutions.

Please **DO NOT** include the following:

- ☐ **Transcripts** – The readers already know about your grades, and I won’t mention them either.
- ☐ **Resumes** – my letters will only discuss our personal interaction as teacher/student and my observations concerning your suitability as a candidate for admission. I cannot speak about your church, community service, leadership abilities, awards, etc.

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- ☐ **Custom Covers** – no binders, fancy clips, artistic covers – these are heavy, bulky, distracting, and I don’t know what to do with them after I have written your letters.
- ☐ **Envelopes for schools on the Common Ap** – if you are submitting a Common Ap, your application and letters will be forwarded electronically to all the institutions you designate, so I don’t need envelopes for those, and I don’t need a list of the schools to which you have asked the Common Ap to be sent.

Just a couple more notes:

Timing: When I do your folder, I will do every school you have listed – then it goes into the “Completed” stack and I don’t revisit it, since the next round of deadlines needs attention. SO – you need to have ALL the schools ready to go when I open your folder – and I’ll be opening it before the ***earliest*** deadline. I can’t reopen your folder periodically and quickly add a new school, nor can I wait until you have finished all your stuff for that one school that has a Nov 30 (or whatever) deadline. With 40 – 60 folders, keeping track of all 3 deadlines individually is unfeasible.

E-Mail Uploads: Many schools now require me to upload the letter to them directly, and they send me an e-mail to that effect, and my upload link is in that e-mail; however, the e-mail sometimes expires before I can get to your folder. Nothing bad happens, but I will need to get back to you so you can request that they resend the e-mail. Please write on your request form (legibly!!) the best e-mail for me to reach you in such an event.

Visits: I’d love to, but I have so little time on campus that the chances of you finding me uncommitted are pretty slim. Later on – near the end of the semester – will (I think) be better, since by then I will have sent most of the letters and will have some time. But it probably is a better idea to do all of this via e-mail so that I can manage my time and serve my Juniors well.

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Request Form Fall 2015

Student Name:_____

Student E-Mail:_____

During what semester(s) were you enrolled in one of my courses?

Fall 2014 (English 1315)_____

Spring 2015 (English 1325)_____

Institution/
Scholarship/
Program

Deadline

Will I Be
Contacted
By E-Mail?

Will I Be
Sending a
Hard Copy?

#1_____

YES NO

YES NO

#2_____

YES NO

YES NO

#3_____

YES NO

YES NO

If there are special instructions for any of these schools/programs/scholarships, explain:

Your Personal Paragraph: (You can write on back if you need to or attach a separate sheet)

I understand that I waive my right to preview the letter I have asked Mrs.Inman to send on my behalf.

Signed:_____ Date:_____