

RECOMMENDATION LETTER GUIDELINES

Undergraduate Students: If you are applying to a School / Industry:

1. Send in ONE PDF file the following information:
 - a. CV
 - b. Transcript
 - c. Area of interest and the reason for pursuing that interest (for industry applicants – the reason for applying to that company – unique features of the company and how they match with your career goals)
 - d. If the form requires pre-filled information, please type/write in all the information such as your name and address, reviewer name, reviewer address (my office address), etc.
2. Provide me with printed/typed address on the envelope.
3. Check with me a week before the deadline where the recommendation letter is due, if you have not received confirmation from me of having sent out your letter.

Graduate Students: If you are applying for a Faculty position / Post-Doc / Industry:

1. Send in ONE PDF file the following information:
 - a. CV
 - b. Transcript
 - c. Area of interest and the reason for pursuing that University for the Faculty / Post-Doc position (for industry applicants – the reason for applying to that company – unique features of the company and how they match with your career goals)
 - d. If the form requires pre-filled information, please type/write in all the information such as your name and address, reviewer name, reviewer address (my office address), etc.
2. Provide me with printed/typed address on the envelope.
3. Check with me a week before the deadline where the recommendation letter is due, if you have not received confirmation from me of having sent out your letter.

For non-confidential letters (Visa permits, certification, etc):

1. Please provide me a draft of the letter.
2. If the form requires pre-filled information, please type/write in all the information such as your name and address, reviewer name, reviewer address (my office address), etc.
3. Check with me a week before the deadline where the letter is due, if you have not received confirmation from me of having sent out your letter.