

USF Department of History
Recommendation Letter Request Form and Checklist

When you approach faculty members to request that they write you a letter of recommendation for graduate or professional school, there is some information and materials that you need to provide. This will allow them to decide whether it is appropriate for them to write a letter for you. It will also allow them to write the strongest possible letter on your behalf. This should all be presented to faculty members 6-8 weeks in advance of the first deadline.

Your Name: _____ **Date:** _____

Major & Minor Fields: _____

Primary Advisor: _____

Please identify all the schools to which you are applying: the specific program, i.e., library science, history, law, etc.; and the deadline for letters of recommendation. Also please check whether or not the letter will be submitted electronically or by regular mail (if so indicate that addresses have been provided on a separate sheet) and if a school-specific recommender form is included.

School: _____ **Program:** _____ **Deadline:** _____

Online Submission _____ Regular Mail _____ Address _____ Recommender Form _____

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[please add additional programs on reverse]

The following materials should be neatly organized in a folder and presented to your recommenders along with this completed form. Please complete the check list below:

- 1) Accompanying forms _____
- 2) Statement of purpose _____
- 3) Curriculum Vitae _____
- 4) Copies of major papers you've written _____
- 5) Copy of your thesis (if applicable) _____
- 6) Copies of any publications (if applicable) _____
- 7) List of all history courses taken at USF including the following information: course name (number), professor, semester taken, grade earned _____
- 8) List of all courses taken in other departments (use the format of #7) that are relevant to your chosen field of study (e.g., language courses) _____
- 9) Statement of language skills (e.g., writing/speaking skills and/or proficiency exam passed) _____
- 10) A brief assessment of your strengths with a focus on what you would most like those writing letters to mention about you _____
- 11) Your GPA (in history and overall) _____
- 12) Unofficial transcript _____

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