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| ***Logo  Description automatically generated*** | ***Michael J Roche, Ph.D.******Assistant Professor of Psychology******West Chester University******Mroche@wcupa.edu*** |

**Letter of Recommendation Request Form**

**Instructions**

Review this form before contacting me to ensure you have all the materials required. The first deadline should be *at least* 5 weeks away. When your materials are together, contact me by email to meet and discuss your request. Please title the email “full name, letter of recommendation request” and keep all subsequent emails regarding your request within the same email thread.

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| Name of School | DeadlineDate | Degree (MS, PhD) | Program type (e.g. clinical psych) | Method of delivery(mail, website) | 2-4 sentence summary describing your unique fit with that school (professors of interest, etc.).  |
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**Courses you have taken with me**

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| Course name | Course section | When (e.g. Fall, 2015) |
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May I use written materials from the course in my letter (if applicable)? [ x ]Yes [ ]No

**Research with me**

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| How many years have you spent in the lab (list fall/spring and year)? |
| What were the most rewarding parts of your experience? |
| Anything else you want to remind me of in particular regarding our work together? |

**Additional Documents**

If I agree to write a letter of recommendation for you, print out the following materials and place it in a folder. Also bring these documents in electronic form to my office (flash drive). Documents should be titled with your full name, followed by the titles listed in bold.

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| Left side* **Letter of Rec Request Form**
* **Curriculum Vitae**
* **GRE scores**
* **Copy of transcripts** (non-official is fine)
* **Personal Statement**
 | Right side* Packets organized by school (paper clipped if multiple pages)
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**Other guidelines**

* If there is an option, I prefer to complete online reference letters.
* If paper submission is necessary, provide me with an addressed envelope, and use my information in the return address, ensure proper postage, etc.
* Type/write in all of my contact information (name, title, address, telephone, email, printed name) so the only blank should be my signature.
* Ensure you have waived your right to access the letter.