Student Materials Needed for Recommendation Meeting

Prepare for a 20-30 minute meeting in which we will discuss your motivation for attending graduate school, motivation for applying to the schools and programs that you have listed, and a review of the items listed below. Please make sure you bring all the information below to our meeting. I would prefer the information be forwarded to me electronically.

List of schools and programs that you are intending to apply to along with due dates. Please list if these are going to be electronic or mail submissions.

- If the submission will be by mail make sure I know if I have to return the recommendation to you in a sealed envelope or send it directly to the institution. If it is being mailed directly to the institution please provide an addressed stamped envelope.
- I highly recommend that you waive your right to view your recommendations. Not doing so may hurt your chances for admission because admission officers feel that recommendations from references where there is not a waiver are less candid.
- Prioritize the schools you are applying to; Give me a sentence why you are interested in each schools
- Identify if you are applying for a Masters, Ph.D., M.D., JD, etc. program
- Identify if you have made contact with perspective faculty advisors at each of the schools you are interested in.

Provide me with a copy of your resume

List highlights that you would like me to emphasize in the recommendation that I write.

List all the classes that you have taken with me. I will pull your transcript and review my grading sheets so you will not have to provide me with any details about the classes.

List of academic accomplishments

- Dean’s list
- Fellowships
- Research in labs
- Internal papers or presentations to public forums (Steinmetz Symposium, ASME Speaking competition, etc.)
- External papers or presentations to public forums (NCUR, etc.)
- Term abroad participation

List of extracurricular accomplishments

- Professional society memberships and positions held
- Organization memberships and positions held (resident advisor, outdoor club, etc.)
- Community activities or volunteer activities
- Athletic affiliations
- Anything else that you feel is meritorious.

Any other information that you feel is important to mention in the reference letter.