If you were a member of my research laboratory for two semesters or an honors thesis student in good standing, I will typically agree to write a recommendation on your behalf. Please make this process simple for me by following the instructions below. Preparing your package of materials in an organized, timely manner is the key to receiving a strong letter of recommendation.

**IMPORTANT DEADLINE:** Give me all materials at least 4 weeks before the date that you want the recommendation letters to be sent. *Keep in mind that this is earlier than the deadline for recommendations you receive from Universities because you must account for time it takes for recommendations to travel to their final destination. I need 4 weeks to complete recommendations so your letters will be late if you are late with materials. NO EXCEPTIONS.*

Please follow these instructions carefully:

**1) Please send me all of the information at once** (by email is preferable).

\_\_\_State exactly what type of degrees (PhD, Masters, PsyD, JD) and programs you

(e.g., Clinical Psychology, Social Psychology, or both) are applying to.

\_\_\_ College transcript (unofficial ok) -- Remind me, did you take any courses with me? If so, which ones? What year? What grade did you receive? Did you work in the laboratory? Did you do an honors thesis? Write a paper? Receive an award? Conduct independent research? Present at a conference?

\_\_\_ Send unofficial GRE scores (LSATs, MCATs, or other relevant scores) to me. Please convert your scores to the old scores for me: <http://www.ets.org/s/gre/pdf/concordance_information.pdf>

\_\_\_Send Resume or Curriculum Vitae (if you do not have one, make one). Your telephone

and address should appear on your resume. I will likely call you during the process of writing recommendations so I need your phone number. **PLEASE clearly write your overall GPA and Psych GPA (if relevant to rec) on the resume/CV.**

\_\_\_ Copy of your personal statement included with your application (preliminary

drafts are okay)

\_\_\_ Summary of the work you did with me. Remind me -- which studies? did you

work on, what were they about? What year? Especially, describe what work you did

on that/those studies. Which graduate student did you work with? Contact them as

well to help you with the recommendation process (e.g., description of research

study, assisting with personal statement). **Include 3 strengths that you have that I should mention in your letter.**

\_\_\_ List relevant academic and professional experience that I should mention in the

letter.

\_\_\_If there is an option to send recommendation online, please do so. This is the most convenient method but make sure that your application is submitted and that I receive the online recommendation request at least 4 weeks prior to the due date. Please alert me if this is not possible. The last thing I want is to get an online recommendation alert via email that is for a recommendation that is due the following day. This will absolutely result in late letters or no letter from me at all.

\_\_\_ Send me an excel sheet with all the schools that will be receiving recs and how they will receive them (U.S. mail, online, etc.). List them in DUE DATE order. Please keep in mind that I will send the letter on that DUE DATE (so if you need them to be sent to your house and then sent to the school in one package, account for this time in the stated due date and remember to get everything to me at least 4 weeks before the due date). This excel sheet should have school name, due date, type of program (PhD, PsyD, etc.), and method of delivery.

**Example Excel**

Loyola University, Clinical, PhD, Due Dec. 1st, 2015, Email to gradschool@admissions.com

Yeshiva Clinical, PhD Due Dec. 5th, 2015 By mail, signed and sealed in enclosed envelope

\_\_\_\_ For every mailed in recommendation letter, provide an stamped, addressed envelope (budget times are tough so I am unable to use department funds for such expenditures). If recommendations are to be returned to you, please indicate on the envelope, which ones go to which schools.

\_\_\_ Many schools or fellowship agencies have official letter of recommendation

forms. If yours does, please complete as much as possible. For example, you can enter your name, address, etc. as well **as my name, address and phone number**, etc. My title, address, and phone number are listed below.

\_\_\_Please enter the following information on any form for the recommendation or on any online recommendation request

 **Name of Recommender: Diana T. Sanchez, Ph.D.**

 **Title: Associate Professor of Psychology**

 **Affiliation: Rutgers University**

 **Address: 53 Avenue E, Tillett Hall, Piscataway, NJ 08854-8040**

 **Phone: 848-445-2344**

\_\_\_ Please remember to waive your right to view this recommendation letter. This is

standard practice and looks odd to others if you do not waive your right to see the letter. I only write confidential letters so I will not provide a recommendation for you if it is not confidential.

\_\_\_\_\_ Please provide me with ALL the information and ALL the forms necessary for

writing ALL of your letters, ALL AT THE SAME TIME. DO NOT give me letters

for 2 schools on Friday, for three schools next Thursday, and for 4 more schools

next month.

\_\_\_\_ Remember that your recommendation letter request is part of the impression

you make on me. So, be professional, organized, and make a good impression by

following these steps.

NOTE: Failure to follow these instructions carefully will interfere with my ability to

send in your letters on time.

Please include the checklist below as a coversheet to your recommendation letter

CHECKLIST INSTRUCTIONS: You must copy this checklist to your own file, and

include it in the materials you provide to me. You must either: 1) Write the word "yes"

next to each one. If the answer is no, please give a detailed explanation for why this is not

included (remember that this may cause delays in the recommendation letter request).

CHECKLIST/COVER SHEET.

1). Have you gotten me everything at least 4 weeks in advance?

2). What is your earliest deadline for me to send the recommendation? Please email me

this date so that I can schedule the day to write letters in my planner.

3). Have you included clear instructions to me (indicating, but not necessarily

restricted to, things like addresses, program types [e.g., clinical psych, medicine, law,

etc.), deadlines, whether or not the place your applying to has its own form)

4) Have you included your transcript

5). Have you included your resume

6) Have you included your GRE (or other test) scores

7) Have you included a draft of your Personal statement

8) Have you included addressed (including both my address and the receiver's address)

stamped envelopes for each letter?

9) If any letter(s) are coming back to you, have you written each school's name on the envelope? If not, how will you know which school it is for?

10) Description of your work with me, if any.

11) Any Other supporting materials

12) Are forms completed as much as possible (i.e., have you entered my name, title,

address, phone, etc. in every place such information is requested on the form?)

13) Have you included your contact info? Your email address(es); your RU and home

phone numbers, etc.

14) Have you waived your right to view this letter in the future?

15) Have you entered the following information on the recommendation forms:

**Recommender: Diana T. Sanchez, Ph.D.**

**Title: Associate Professor of Psychology**

**Affiliation: Rutgers University**

**Department: Psychology**

**Address: Department of Psychology 53 Avenue E, Tillett Hall, Rutgers University Piscataway, NJ**

**08854-8040; disanche@rci.rutgers.edu**