

Letters of Recommendation

If you are a UCLA student that has taken some of my classes in the last 1-3 years and are requesting a letter of recommendation from me (for graduate school or scholarship or job), you need to give me the following in hard copy:

- (a) A copy of your transcripts
 - (b) List of courses you took with me, quarter, which courses, what grade you got.
 - (c) Statement of purpose. For graduate school it is required. Make up one if not required, or summarize why you want that job, degree, scholarship, internship, etc. and what makes you qualified to apply for it.
 - (d) CV complete with experience, GPA, curricular and extra curricular activities.
 - (e) List of schools or places you are applying to, and deadlines. If for a grant or a job, provide some information about the place (summary, and web site).
Provide instructions on how the submission is going to take place.
- I do not give letters to the students. An address, proof of application, and waive of rights must be there if you want me to write the letter.
- (f) Major or field you are going into if graduate school.
 - (g) GRE scores if applying to graduate school.

You must

- Visit me in person to make your request. Contact me by e-mail to make an appointment.
- Contact me with plenty of time to warn me that you will need a letter.
- Give me the materials requested above at least 3 weeks before due dates start.
- Remind me as the deadline gets closer if the letters have not been sent by then.

Letter writing takes a lot of time, and there are periods when the demand is higher than the available time I have. Sometimes, depending on the load I have, I will not be able to write a letter for students that request it.