



College of Aviation,  
Science and Technology

## LETTER OF RECOMMENDATION REQUEST FORM: GRADUATE SCHOOL

All students seeking letters of recommendation for post-undergraduate education in any graduate program (master's degree, Ph.D., law school) need to complete this form and submit it, along with an official copy of necessary standardized test scores (i.e., GRE, LSAT) and submit it to Dr. Marne Bailey no less than 30 days prior to the due date of the letter. Late requests may not be honored.

NAME:

MAJOR(S):

HOURS COMPLETED TOWARDS DEGREE:

CUMULATIVE GPA:

MAJOR GPA:

PROGRAM(S) TO WHICH YOU WILL BE APPLYING (PROVIDE THE NAME OF THE INSTITUTION, THE SPECIFIC PROGRAM/DEGREE TYPE AND THE APPLICATION DEADLINE):



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DETAILS FOR HOW TO SUBMIT LETTERS/CONTACT INFO (FOR EACH PROGRAM REPORTED ABOVE, INDICATE INSTITUTION-SPECIFIC INFORMATION OR CENTRALIZED APPLICATION SERVICE AS APPROPRIATE):

FACULTY MEMBERS(S) REQUESTED BY STUDENT TO WRITE LETTER(S) – PLEASE FILL IN THE BLANKS ONLY AS NEEDED (I.E., IF THE SCHOOL REQUIRES TWO LETTERS, FILL IN TWO FACULTY NAMES):

STANDARDIZED TEST SCORES ARE \_\_\_\_\_ FOR THIS PROGRAM.

REQUIRED

RECOMMENDED

NOT NEEDED

IS A COPY OF STANDARDIZED TEST SCORES BEING SUBMITTED ALONG WITH THIS FORM (IF APPLICABLE)?

YES

NO





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3. Is there any other information you feel might be valuable to share with faculty as they compose their letters?

4. CONTACT INFORMATION: Please provide a personal (non-Lewis) email address and phone number so we may contact you if necessary.

EMAIL:

PHONE NUMBER: