

**Instructions for Requesting Letters of Recommendation: Undergraduates or RAs  
applying for a Master's, fellowship, PhD program, or an RA position**

Please request letters of recommendation **at least 6 weeks** in advance of when they are due by sending me an email ([slowes@ucsd.edu](mailto:slowes@ucsd.edu)). If you put in a request less than six weeks before the letter is due, it may not be possible for me to complete it in time for your deadline (unless I have already written a letter for you before).

- If you are an undergraduate student and would like me to write a recommendation letter for you for graduate school, please make sure you have talked to me about this first.
- So that I can write you the best possible letter, please provide as much information about your background as possible. The more information I have on-hand regarding your academic background and your interactions with me, the easier it will be for me to write an effective letter.
- Please email me a zip file containing the following information. Please name the zip file: LASTNAME\_FIRSTNAME\_LOR:
  - A word document with bullet points on all the major activities you've performed as part of the work you've done with me (as relevant for coursework, or RA work)
  - Self-assessment of your performance (what did you do well; what did you less well and what have you learnt from the process; reflections on what you've learned working/studying with me)
  - Most recent version of application essays
  - All transcripts
  - Most recent CV
  - Final statement of purpose
  - An excel file (or google document) with a list of the schools you are applying to, name of any specific programs, the deadline for submission for each school, and any special instructions for submitting.
- Please send an email to me reminding me of the deadline one week before the letters are due. If your letter has not been submitted two days before it is due, please send an additional email.