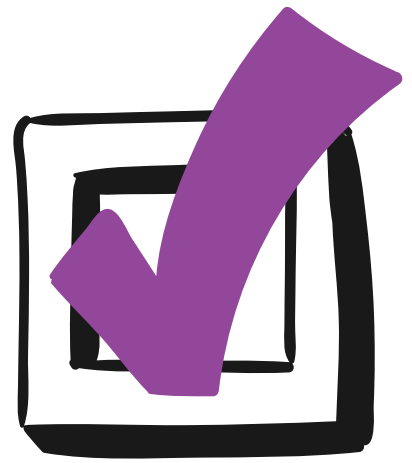


CHECKLIST

HOW TO ASK FOR AN ACADEMIC REFERENCE



PREPARE BEFOREHAND:

- Know why you want to apply, including specifics of your research interests
- Know the deadlines for reference letters and submission requirements

ASK YOUR PROFESSOR

- Ask your reference if they can provide you with a strong reference
 - Try to do this about 2 months prior to the deadline and ask them in person (if possible)

GIVE YOUR REFEREE THE DETAILS

- If they agree, provide them with the important information over email. You may want to include:
 - Unofficial transcript
 - Resume/CV
 - Summary of program, deadlines, how they need to submit the reference
 - A few sentences about why you want to apply to the program or your statement of intent
 - Your research interests (if applicable)
 - Any specific forms they need
 - Include any information you are hoping they will talk about in their reference
 - For instance, if your lab supervisor writes a reference, would you like them to talk more about your teamwork or technical skills or both?

FOLLOW-UP:

- 3 weeks before** the deadline see if your reference has any questions or if they'd like any additional information.
- If **2-3 days prior** to deadline you notice nothing has been submitted, touch base with your reference and remind them of the deadline. Ask them if there is any information they need.
- Thank your reference. Handwritten thank you cards are a great place to start.
- Let your reference know where you ended up.