



## Recommendation Instructions For Applicant

The recommendation packet should be given to individuals who are able to comment on your qualifications for graduate study. Three (3) recommendation packets (made up of a recommendation form and questionnaire) are required. Optimally, two recommendation packets should be obtained from individuals who can speak to your academic qualifications (e.g. professors or academic advisors) and one can come from an individual who can speak to your professional skills (e.g. a current or former employer or supervisor of a paid or volunteer position). Applicants who have been out of school for more than five years (graduated in Fall 2013 or before) may submit three letters from professional references. **Please note that personal letters of recommendations from friends or family are not acceptable.**

The authors of the recommendations must return the completed recommendation form and questionnaire in a sealed envelope with their signature signed across the seal of the envelope. The signed and sealed envelopes should be placed inside the main packet. Please give your references ample time to complete the recommendation packet.

NOTE: You must type all of the information on the second page of each recommendation packet and then physically sign the page. Handwritten forms or electronically-signed forms will not be accepted.

### Recommendation Packet Checklist:

- ☐ Recommendation Form
  - Applicants should fill out the form (include reference information, your information and sign the bottom).
- ☐ Recommendation Questionnaire
- ☐ Recommendation Packet
  - Mail or hand-deliver the Recommendation Packet (recommendation instructions for reference, form, and questionnaire) to each of your three references.
- ☐ Ensure each reference returns a hard copy of the Recommendation Packet (recommendation form and questionnaire) to you in a sealed envelope with their signature across the sealed flap of the envelope.
- ☐ Submit all three signed and sealed recommendation packets to Tseng College by the final deadline. **In fairness to all applicants, the Department will not review late documents.**