

For Pickup Only

REQUEST FOR LETTER OF RECOMMENDATION

(Note: **You must complete all of the information on this form.** If you are unsure how to complete this form, please contact the Honors College for instructions.)

Last Name _____	First Name _____	MI _____
Student Identification Number: @ _____	UTSA Email: _____	@my.utsa.edu _____

MY RESUME: IS ATTACHED WILL BE SUBMITTED TO YOU

NOTE: Your letter will be **MUCH** stronger if you attach a resume or provide information on your current extra-curricular activities.

Date Submitted to the Honors College _____	Application Deadline (or earliest deadline, if a multiple listing is attached) _____
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Name of Institution receiving the recommendation (as shown on the application and/or recommendation form) _____

Address: _____

Street _____

City _____ State _____ Zip Code _____ Phone Number (xxx) xxx-xxxx _____

Contact Name (if applicable) Note: You may list more than one _____

The following forms are attached to this request: Recommendation form Envelope

NOTE: If you are required to submit an essay with your application, please attach a copy or draft copy of that essay.

Additional Copies of Letter Required: No Number of Copies: _____

Preferred Pick-Up Date: _____

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ALLOW A MINIMUM OF 10 WORKING DAYS BETWEEN THE TIME OF REQUEST AND DEADLINE STATED ON INSTITUTION'S APPLICATION. I UNDERSTAND THAT MY RECOMMENDATION LETTER WILL BE DELAYED IF I DO NOT PROVIDE ALL MATERIALS IN A TIMELY FASHION TO THE HONORS COLLEGE OFFICE.

The Family Educational Right and Privacy Act (FERPA) states that information from an educational record or student file, such as the student's rank or grade in a course, etc. must not be disclosed without the explicit written consent from the student. As the requestor of this recommendation letter, I _____, (please print name) give my written consent to Dr. Ann Eisenberg to use any information in my student file that is necessary in the composition of the requested letter.

Signature _____ Date _____

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