

## Teacher Recommendation Request Form

**The following information must be completed in full and provided to your teacher before a recommendation will be written.**

Please make all teacher recommendation requests at least **14 days** in advance of the submission deadline. See page 3 of this document for further instructions.

Student name \_\_\_\_\_

Name of recommender \_\_\_\_\_

College/scholarship agency \_\_\_\_\_

Name of contact person (if available) \_\_\_\_\_

- 1) Describe an academic experience in my class that has been a highlight for you (a paper, project, book, etc.)
  
  
  
  
  
  
  
  
  
  
- 2) Describe what you learned about yourself personally and/or as a student in my class.

3) Which activities in or out of school have been most meaningful to you, and why?  
(Feel free to discuss more than one.)

4) Describe why this college/scholarship is a good fit for you (college major, career goals, school's mission statement, environment, etc.).

5) List six words that you, your family, or your friends would use to describe you:

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

### Instructions for requesting a teacher recommendation:

1. Check each school or scholarship's application to determine whether teacher recommendations are required and, if so, how many and from what types of teachers (e.g., from junior/senior year, academic subjects, etc.). Request recommendations only for schools and programs that ask for them.
2. Have a personal conversation with each teacher you will be asking to write letters on your behalf and get their agreement before submitting a recommendation request form.
3. Make sure you submit your request at least **14 days** before each school's deadline.
4. Give each teacher the following:
  - ☐ A resume with information about you and your accomplishments. (See [WaytoGoRI.org](http://WaytoGoRI.org) for help preparing a resume.)
  - ☐ A list of all schools/scholarships you're applying for and their deadlines.
  - ☐ The Teacher Recommendation Request Form and questionnaire.
  - ☐ Any "To the Recommender" forms provided by the college or scholarship program. **Make sure you have completed any sections of the form(s) that require your information or signature.**

Please be aware that it is the teacher/recommender's prerogative as to whether they give you a copy of the recommendation or seal/submit it without showing you.