

## Relationships & Technology Lab Guide to Recommendation Requests

Recommendation letters are one of the most important components of your graduate school application. Although you may know the programs you are applying to very well, your letter writer will be less familiar. For this reason, it is important that you provide your letter writer with some pertinent information to ensure they write the best letter possible. The following is a checklist of necessary steps and information that will ensure this process runs smoothly.

- \_\_\_\_\_ Schedule a meeting with Dr. Okdie to speak with him about your graduate school plans. During this meeting, you should formally ask him to write you a letter.
- \_\_\_\_\_ Provide a resume or vitae of your experience that is pertinent to your graduate school acceptance
- \_\_\_\_\_ Provide a one page summary of your lab experience (include dates worked in lab, projects, and responsibilities)
- \_\_\_\_\_ Provide a list of psychology course taken and a grade lists
- \_\_\_\_\_ Provide a copy of your transcript (Unofficial copy is sufficient)
- \_\_\_\_\_ Provide a copy of your personal statement you have prepared
- \_\_\_\_\_ Provide reference forms for each school and be sure to mark if you waive your right to read the reference letter
- \_\_\_\_\_ Signed all reference forms in the appropriate places
- \_\_\_\_\_ Provide addressed envelopes for all application letters which need to be mailed. Be sure to also include return addresses as the Department of Psychology The Ohio State University at Newark 1179 University Dr.  
Newark, OH 43055
- \_\_\_\_\_ Print a copy of the Recommendation Request Worksheet and be sure to order your application by due date.
- \_\_\_\_\_ Include all of this information in a neatly organized binder or folder
- \_\_\_\_\_ Double-check with Dr. Okdie to be sure he received all of your materials.