**FURMAN PSYCHOLOGY DEPARTMENT**

**RECOMMENDATION FORM INSTRUCTIONS**

*General Guidelines:*

* When deciding whom to ask to write letters consider who knows your academic strengths well enough to compose a strong, detailed letter of support. Generally, it is in your interest to ask professors with whom you have taken *multiple* classes or with whom you have worked closely on research or an internship. You may also consider asking your academic advisor if they know you especially well and can speak to your academic development while at Furman. Also take into consideration the grades you earned in a professor’s classes and how long ago it was since you took those classes. The strongest letters will likely come from professors whose courses you took recently and did well in.
* If you are taking time off before applying to graduate school, do not complete this form until you’re ready to apply. We won’t forget you. We promise. (Although it wouldn’t hurt to drop us an email from time to time to let us know how you’re doing and what you’ve been up to!)

**Timeline**

*At least* ***6 weeks*** *before your first deadline:*

* + Ask individual professors whether they are willing to submit letters of recommendation on your behalf. Generally, you will want to do this at least 6 weeks in advance of your first deadline. The earlier, the better. Ask in person if possible and bring a list of programs to which you are applying. Be prepared that professors may agree to write for some programs, but not others. You may also be asked to provide additional materials (e.g., personal statement, CV) before professors will commit to writing on your behalf.
	+ Download the department recommendation form from psychology department website and complete. Providing detailed information on this form will allow your references to write stronger letters for you. If you have had a significant internship or research experience outside the department, be sure to include specific information about your responsibilities.

*At least* ***4 weeks*** *before your first deadline:*

* + Ensure that your letter writers have received the completed departmental recommendation form.
	+ Send any other materials requested by your letter writers (i.e., CV/resume or application materials).
	+ Email the signed departmental reccomendation form to Donna Greene and to each letter writer no later than 4 weeks prior to your first deadline.

*1 week before your first deadline:*

* If you haven’t received confirmation that your letters have been submitted, feel free to email your writers to remind them of any impending deadlines.
* Update your letter writers with any updates to your job/school search, such as whether you decided to apply to an additional programs or decided not to apply to a program.

*After...*

• Let us know the programs where you’ve been accepted and where you have decided to go!

**GOOD LUCK!**