



SSU Art Department Guidelines for Requesting Letters of Recommendation

Students must provide the following in a large manila envelope to Professors from whom they solicit letters of recommendation for graduate schools:

1. Recommendation forms for the schools to which student is applying. If forms are not provided, letters will be sent on University stationery.
2. Business-size (#10) envelopes, ***stamped and addressed*** to the schools to which student is applying. (We will stamp SSU return address on your envelope.)
3. All letters should be requested at the same time (so the Professors and AC know what the workload is going to be).
4. Present manila envelope to professor ***well in advance of the deadline***. Allow at least 3-4 weeks before the first letter is due. It is not a good idea to request letters just before finals in December for at least two reasons:
 - a. It tends to get hectic at finals time and things can easily get misplaced.
 - b. Faculty are not present during the month of January to sign recommendation letters. Several schools have January 15 deadlines, so be aware that letters requested in mid-December could be late if they are not requested in a timely manner.
5. On the **outside** of the manila envelope write the ***Professor's name, your name, the schools to which you are applying***, and the ***deadline dates*** for each school. If the recommendation envelope is to be sealed, and signed across the flap by the Professor, please also indicate. If the recommendation is to be returned to you, the student, to include with a packet of applications materials, please so indicate.
6. It may be necessary to staple letters on University stationery to the forms provided rather than to fit the recommendations in to the various spaces provided on the forms for different schools. If forms are provided by the school to which you are applying:
 - a. Student must fill in his/her name on form(s).
 - b. Student must indicate whether he/she waives access to letter of recommendation.
 - c. Student must sign form(s) and place it in manila envelope.
 - d. Faculty answers questions and checks appropriate boxes on form, fills in his/her name, title, University address, etc., and signs form(s), replaces all materials in manila envelope and gives it to the AC, along with the handwritten letter of recommendation to be typed and run on the form if possible, or on University letterhead.