**Introduction**

In order for me to write an effective letter of recommendation, I will need the following information. Please submit these materials including this checklist to zmello@sfsu.edu at least two weeks before the letter deadline.

**I. Letter of Recommendation Deadline**

[ ]  I acknowledge that the letter deadline is at least two weeks out from the date of my request.

**II. Name and Contact Information**

[ ]  Your name as I know you:

[ ]  Your name as it will appear on your applications:

[ ]  What are some notable things that I might remember about you?

[ ]  Your email address:

**III. Academics**

[ ]  What is your major?

[ ]  Do you have any minors? If so, in what?

[ ]  What is your overall GPA?

[ ]  What is your Psychology GPA?

[ ]  What are your GRE (General) scores and percentiles?

[ ]  What is your Psychology GRE (Subject) score and percentile?

[ ]  If you have taken any of my courses, list the course names, the semesters during which the courses were taken, and the grades received (e.g., PSY 430, Fall 2019, A):

[ ]  If you wrote any papers for my course, what were the paper titles and grades received?

**IV. Notable Accomplishments & Extracurricular Activities**

[ ]  List any scholarships or awards that you have received at San Francisco State:

[ ]  Describe relevant academic, research, teaching, community, or volunteer experiences (1-2 sentences for each):

[ ]  Are you the first person in your family to attend college?

**V. Attached Supporting Documentation**

[ ]  Resume/CV

[ ]  Unofficial Transcript

[ ]  A list of the schools or scholarships that you are applying to that includes the (a) program/scholarship names, (b) due dates, and (c) instructions for submitting the letter:

[ ]  Your statement for the graduate school, scholarship, award, etc.

**VI. Formatting**

[ ]  All materials should be combined into a single electronic document that includes your name in the filename (e.g., LastName LOR Request).

[ ]  Until further notice, electronic signatures will be provided where necessary.