

## Instructions for Securing Letters of Recommendation

These instructions are for students wishing to obtain letters of recommendation from faculty members in UNM's Department of Speech and Hearing Sciences.

### Deadlines

Item	Deadlines
Secure at least TWO people who will write letters for you <ul style="list-style-type: none"> <li>- Ask how many letters each recommender will write for you; if you are applying to numerous schools, you may need to secure additional recommenders</li> <li>- Tell each person which courses you took from them and the semesters in which you took each course</li> <li>- Leave enough time to find someone else in case your request is denied.</li> </ul>	2 <sup>nd</sup> Monday in November
Provide all materials to recommenders, including links to <b>all</b> online applications <ul style="list-style-type: none"> <li>- In most cases, this means your applications must be complete and application fee must be paid. However, this is NOT required for UNM; you can send links to recommenders early in the application process.</li> </ul>	December 1

**Provide each person writing a letter for you with the following BY December 1:**

Item	Description	Details
Permission to Release Educational Records for Letters of Recommendation  <b>***Submit as separate file***</b>	This form gives faculty members the right to discuss your grades and other protected information in their letters.	The Family Educational Rights and Privacy Act (FERPA) protects confidential student information. You must give faculty members the permission to discuss confidential information such as your grades before they can write letters for you.  This form is located on the SHS website under Programs > Master of Science>Apply <a href="https://shs.unm.edu/assets/documents/letterofrelease.pdf">https://shs.unm.edu/assets/documents/letterofrelease.pdf</a>

Item	Description	Details
Cover letter (or email)	Provide a cover letter (or email) that summarizes key information and tells the faculty member exactly what to do	Include: <ul style="list-style-type: none"> <li>- Your <u>UNM</u> email address &amp; phone number</li> <li>- Status &amp; graduation date (e.g., UG majoring in SHS graduating in Spring, 2015)</li> <li>- Classes you have taken with the faculty member who is writing the letter and the semesters in which the courses were completed (e.g., SHS 430: Fall 2015)</li> <li>- A list of each school to which you are applying, and under each include:               <ul style="list-style-type: none"> <li>o <b>Deadline</b> for submitting the letter in <b>bold</b></li> <li>o <b>Procedures for online applications</b> <ul style="list-style-type: none"> <li>▪ Explicitly state if the school uses the CSDCAS system or an online system of their own</li> <li>▪ Fill out all possible information for each faculty member: their position (e.g., associate professor), address (1700 Lomas Blvd NE, MSC01 1195, Albuquerque, NM 87131), etc. Find out what you don't know (e.g., check SHS website)</li> </ul> </li> <li>o <b>Procedures for paper-based applications</b> <ul style="list-style-type: none"> <li>▪ Whether or not a form needs to be filled out</li> <li>▪ Address of where to mail each letter</li> </ul> </li> </ul> </li> </ul>
Transcript	Submit an <i>unofficial</i> transcript from each college/university you have attended.	On the appropriate transcript, indicate current grade for each course that is in progress. This grade must be based on <i>your actual, current grade based on known grades in the course to date</i> , not your projected grade.
Letter of Intent	Most schools require a letter of intent.	This can be a rough draft. It's fine to turn in one letter that is focused on one school. Do not turn in more than one letter of intent. Include relevant work and non-work-related experiences (e.g., experiences abroad, multi-lingual skills, research experiences, future goals) that enhance your candidacy.
Resume	Submit a resume of your accomplishments to date.	Be sure to discuss any relevant work or volunteer experiences.

## Submitting Application Materials to Faculty

- Ask each faculty member how many letters they will write for you. Leave yourself enough time to ask for letters from additional people if needed.
- All materials must be submitted to any given faculty member at one time.
- Cover letter, transcripts, letter of intent, and resume must be submitted electronically **as a single pdf**.
  - The *Permission to Release Educational Records* form must be submitted electronically as a separate document.

## Checking Status of your Letters

- We will notify you once your letters are finished via *your UNM email address*.

## Additional Materials for Paper-based recommendations (not online)

Letter of recommendation forms	For paper-based applications, many schools require submission of a letter of recommendation form specific to their school.	<u>Fill out the top of these forms before submitting them to the faculty!</u> Typically, you are asked if you would like to waive your rights to view the letters that are written for you. <b>Note:</b> <i>We strongly recommend that you waive this right</i> (that is, you will not be able to see the letters).
Envelopes	For each paper-based application, provide an envelope.	Envelopes must be addressed and stamped. <ul style="list-style-type: none"><li>- Write your name in small letters in pencil somewhere on the back of each envelope.</li></ul>

## Providing Letters Directly to Students

- For paper-based applications, all letters of recommendation will be sent by faculty members directly to the schools to which you are applying. The only exception is for schools that **absolutely require** students to submit all materials. If this is the case, provide verification of this in your packet. Otherwise, each faculty member will mail letters directly, so be sure to provide addressed, stamped envelopes.

## Terminology

- The correct way to refer to the SLP field is speech-language pathology. Note the hyphen, and note the lack of capital letters. Use this term properly in all submission materials. Do not use other terms such as speech therapist.