

Who can serve as recommenders?

- At least **one** recommender **MUST** be a **professor or clinical faculty member from a speech and hearing sciences or communication sciences disorders department**. This should be someone you have taken classes with or have worked with in other capacities (e.g., clinic, research, student organization).
- One other recommender **MUST be either**
 - a **professor or a clinical faculty member from any department** OR
 - a **supervisor/mentor from SLP or a related field** who can evaluate your *clinical potential*. Do NOT choose people such as a family member, parent of a child you babysit, coach, or a former patient.

How do recommenders submit letters?

- **Requests for letters of recommendation are sent directly** by email from the [UNM graduate application site](#) after you submit the name and contact information of your recommenders
 - You can submit recommender information prior to submitting your entire application and fees
 - It is **STRONGLY** recommended you fill out all possible information pieces for each recommender (e.g., their position, phone # etc.) in the online system
 - Professors typically prefer that you waive your right to view letters
 - The system will send you a notification when your letters have been submitted
 - It is ok (and often helpful) to send reminders to professors

How can I request letters from UNM SHS faculty?

- **Contact professors** by the **third Monday in November** to ask if they are willing to recommend you
 - At a minimum **your request must include**:
 - A list of schools you are applying to with deadlines
 - Courses you've taken with the faculty member or how you know the faculty member
 - Strongly suggested: contact professors early, come to office hours, or set up a time to discuss your interests and get to know professors
- **Send letter of recommendation packet** with the following documents to recommending faculty by **December 15th (* or by December 1st if you have any letters due December 15th)**
 - [Letter of recommendation template](#)
 - [Permission to Release Educational Records for Letters of Recommendation](#)
 - Unofficial transcript
 - Resume

How should I request other recommendations?

- Non-UNM students: follow any instructions your institution provides for requesting letters
- Choose professors who can write more about you than just “they got an A in my class” (build relationships by asking questions, going to office hours etc.), and if you have been out of school a while, contact professors to set up a meeting.
- Provide clinical recommenders with resumes, suggestions for information to include in a letter (e.g., how you work with clients or students, how you collaborate with others etc.) and set up meetings to discuss your interests in a speech and hearing program with them