

Requests for Academic Letters of Reference

Guidelines for Applicants

References are a critical component of any application to graduate school and to external award bodies such as OGS and CGS-M. The following guidelines will help you through the process:

Choose faculty carefully

- First approach faculty who have taught you in 3rd and 4th year level courses
- Ask whether the faculty member can provide you with a **strong** letter of reference
- Letters from assistant, associate or full professors are generally preferred at most institutions

Request references early

- Allow at least 3 weeks for faculty to produce letters

Information/materials to provide about yourself

- Remind the professor of the program you are in and the course(s) you have taken with them (include course code and semester)
- Brief summary (1/2 page) of your key strengths/areas that you think should be emphasized; especially note any outstanding accomplishments you may have had in the course(s) taught by this faculty member
- Unofficial transcript
- Draft of your statement of intent

Information/materials to provide about the program(s) to which you are applying

- Name and location of the program
- Brief description of the program and/or link to the program website, if applicable
- Form and/or link to the reference form
- Deadline/due date for receipt of letter of reference

Confirmation

- Ask the faculty member to confirm that your letter of reference has been sent

Note: Most reference letters are now requested electronically. When you are providing your referee's email address, please ensure it is correct.

Are you interested in more information about Graduate Studies in the Department of Family Relations and Applied Nutrition?

Contact Shauna, Graduate Program Assistant at fran.graduate@uoguelph.ca



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**FAMILY RELATIONS
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