



1. Who to ask:

Ask a professor who knows you well and can talk about you as a student. It doesn't have to be someone from a class where you earned an A. It could be a professor who saw you improve, work hard, or grow during the semester.

2. When to ask:

Good recommendation letters take time to write. Try to ask at least one month before the deadline. This gives your professor enough time to write a strong letter. It's okay to send one polite reminder about a week before the due date.

3. What to give them:

- If you're not currently in their class, remind them which class you took and what semester it was.
- The more helpful information you give them, the better your letter will be. You can share your resume, information about the program you're applying to, your admission essays, and anything else that shows your strengths and goals.
- Writing a letter takes time and effort. Be sure to thank your professor! It's also a nice idea to update them on what happens, especially your final transfer decision. They care about your success and will be happy to hear how things turn out.
- Most letters are submitted online, but some may need to be mailed. If that's the case, provide a stamped and addressed envelope to make it easy for them.

4. Consider waiving your rights

When you request a recommendation, you may be asked if you want to waive your right to see the letter. Waiving your rights means you won't read the letter, but it allows the professor to write freely. Many schools see waived letters as more honest and trustworthy. If you're unsure whether someone will write you a strong letter, it may be better to ask someone else.