

Request for a Letter of Reference from **D. R. Koukal**

General rules of thumb when asking for letters of reference: (1) Only ask those instructors from whom you have earned excellent grades; (2) letters from instructors in your major(s) tend to carry more weight; (3) allow at least two weeks for an instructor to write you a letter, and (4) most importantly . . . print clearly.

1. Name: _____
2. Major(s): _____
3. Minor(s): _____
4. Phone number: _____ Email: _____
5. Status (circle one): Freshman Sophomore Junior Senior Alum
6. What course(s) have you taken with me?

PHL _____ - _____ Course _____ Term/year taken _____ Grade _____

PHL _____ - _____ Course _____ Term/year taken _____ Grade _____

PHL _____ - _____ Course _____ Term/year taken _____ Grade _____

PHL _____ - _____ Course _____ Term/year taken _____ Grade _____

7. What is/was your cumulative GPA? _____
8. When did/do you expect to graduate/transfer? _____
9. List the honors and awards you have received while at UDM, both on- and off-campus. Be detailed—attach the list to the back of this form.
10. List the extracurricular activities in which you have been involved while at UDM, both on- and off-campus. Be detailed—attach the list to the back of this form.

11. Is there a form that must be included with this letter of reference?

Yes
 No

12. If yes, have you completed your portion of this form and included it with this request?

Yes
 No

13. Should this form and letter of reference:

be returned to you in a sealed envelope?
 mailed directly to the person/institution requesting the reference?

Address (print clearly):

14. When must this letter of reference be completed? _____