

RECOMMENDATION LETTERS

If a student wants a recommendation letter, the following things need to be done:

1. Make sure you have B- or above in the course (recommendations will not be given for anyone with lower grades).
2. Student has to waive the rights to see the recommendation letter (sign and check the appropriate places in the form).
3. Bring **filled** forms, stamped, addressed envelopes, or send the link to online forms at least two weeks before the deadline. The letters **WILL NOT** be given back to the student.
4. Keep reminding me by email!