

## How to Request a Recommendation & Recommendation Form

Letters of recommendation are important and required for many transfer applications. A little help from you will be a big help to your professors.

Please note:

- *Professors do not have to write you a letter of recommendation and may decline your request.*
- *Make your request in writing at least 30 days before the deadline for the letter. Professors may decline requests with shorter deadlines.*

You want the professor to say something such as: “Maria told me she wanted to be a doctor when she was in my biology class in the fall of 2013. Her A in my course and the lab work she did indicate to me that she will succeed in her plan to major in biology at your school.” Provide your professor with enough details to write a recommendation that could only be about you.

When asking for a recommendation, please give your professors the following information in writing:

- Your full name
- Your BHCC ID
- Your BHCC Email
- Course or courses you took with the professor (Course name and number, with date and section)
- Grade you received in the course
- Describe work from those courses that demonstrates your academic ability. For instance remind them about a paper you wrote, a lab or a project you participated in, give them details that will remind them about you as a student.
- Anything you want the professor to know about you. For example, if you earned an A in the professor’s class while working 25 hours a week outside of school, it is fine to say so. Provide details: Where did you work? What was your job?
- Your BHCC major
- Number of college credits you have earned
- Your BHCC GPA
- The names of the colleges you are applying to
- The names of the colleges the recommendation is for
- What you plan to major in when you transfer
- What you plan to do with your undergraduate degree
- Deadline for the recommendation
- Directions on what the professor needs to do with the recommendation.
  - If the professor needs to mail it, you should provide an envelope that has the address where the recommendation should be sent.
  - If the professor needs to submit it online, to PharmCAS, to the Common Application or somewhere else, you must provide your professor with the links and specific directions.

### Recommendation Request Form

First name:		Last name:		Other name I may have used in class:	
BHCC ID #:		BHCC email:			
Courses I took with you:					
Course name:	Course number & section:	Grade earned:	Additional information:		
Additional Information about me:					
My BHCC major:		Degree completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	# of credits earned:	BHCC GPA:

<b>My name:</b>			
<b>Recommendations are needed for the following colleges:</b>			
<b>College name:</b>	<b>What will you major in?</b>	<b>Deadline for recommendation:</b>	<b>Special Directions (if recommendation needs to be mailed, attach addressed envelope; if needs to be completed online, include links and any required information)</b>
			<b>Envelope attached:</b> <input type="checkbox"/> <b>yes</b>
			<b>Envelope attached:</b> <input type="checkbox"/> <b>yes</b>
			<b>Envelope attached:</b> <input type="checkbox"/> <b>yes</b>
			<b>Envelope attached:</b> <input type="checkbox"/> <b>yes</b>
			<b>Envelope attached:</b> <input type="checkbox"/> <b>yes</b>
<b>My future goals and what I plan to do with my undergraduate degree:</b>			