

A close-up, slightly blurred photograph of a desk. In the foreground, a silver spiral-bound notebook is open, with a black pencil resting on it. A green paperclip and a green pushpin are also on the notebook. To the right, a white ruler with the brand name 'Shatterproof' is visible. In the background, a portion of a silver laptop is seen. The overall scene is brightly lit, suggesting a clean, organized workspace.

How to Ask Teachers for Recommendation Letters



Who needs to ask for Recommendation Letters?

- Students who are applying the USA (MaiaLearning denote how many rec letters needed for each institution)
- Select universities in Canada
- Select universities throughout Europe (one rec is sufficient)
- If only UK applicant: NO NEED - we have a different process

What is the Process?

- ◇ **Who should I ask to write my letter?**
 - Think about the following:
 - Which teachers do I have a **SOLID/POSITIVE rapport** with?
 - Which classes do I demonstrate my **strengths** in?
 - Which classes have I shown **improvement** in?
 - Which classes draw in my **interest**?
 - Which classes am I **passionate** about?



USA: Choose 2 teachers who would positively shed light on your **academic progress** and performance, in addition to **you as a person**.

Europe: Choose 1 teacher who would positively shed light on your **academic progress** in the field you wish to pursue

Who Should I Ask?

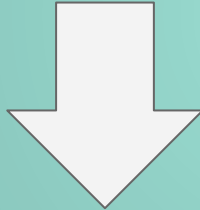
Some recommended suggestions....

Applying for Medicine,
Sciences, Psychology,
Engineering?



Math Teacher (1)
Ideally
“left-brain/right-brain”
Humanities/English

Applying for Business or
Economics?



Math Teacher (1)
Business/Econ Teacher (1)
English (1)

Applying for Arts, Social
Sciences, Humanities,
Literature, Language?



English Teacher (1)
Individuals & Societies
Teacher (1) or
Science/Math (1)

Applying for Other
Programs?



Ask your University
Advisor!

What's NEXT?

LAS Recommendation Process

1. Make your short list of **2-3 teachers** (many USA schools require **two** teacher recommendation letters)
2. Ask the teachers if they would be willing to write you a letter for your university applications
3. **COMPLETE THE ORANGE FORM IN GREAT DETAIL** for one or two teachers

What to Keep in Mind When Asking Teachers:

- A. Teachers NEED time to write a strong letter for you - Requests must be in by **May 15, 2020**
- B. Ask politely → They are supporting your application process (and are important for it as well)
- C. It is a confidential document (therefore, you will not have access to it)
- D. Do NOT ask in the hallway, “on the fly” - make an appt.

LAS TEACHER REQUEST FORM

Remember!

Teachers have many students to keep track of and juggle.

The Orange Request Form allows you to communicate the following to your teachers:


- ◇ Your academic progress
 - ◇ Strengths
- ◇ Proud moments
- ◇ Your personality
- ◇ Your rapport in class

**BASICALLY TELL THEM WHAT YOU WANT UNIVERSITIES
TO LEARN ABOUT YOU!**

LAS Recommendation

Process

The more *time*
and *effort* you
spend on writing
this, the
stronger your
letter will be!

LAS TEACHER RECOMMENDATION REQUEST FORM 

Student Name:	Date:
Teacher Name:	

My earliest university deadline is: _____
Must be submitted to the teacher at least **THREE weeks ahead of application due date**

Universities I am applying to:	Major(s)/course/program I am considering

Short answer questions for you to complete (in detailed sentences):

Why should I recommend you?
What are two academic strengths in my subject that I should mention about you?
What is an academic obstacle you have overcome in my class?
Provide a standout moment that highlights your academic performance in my class:
Is there any other information that you would like me to mention?

LAS Recommendation Process

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Provide a standout moment that highlights your academic performance in my class:

Is there any other information that you would like me to mention?

List 3-5 Universities you are looking to apply to.
List majors that you are considering. They should relatively be in the same field (i.e. Sciences, Arts, Social Sciences).

Think about: your relationship/rapport with the teacher; the program you are considering; your interests; how you “show up” in the classroom

Think about: collaborative skills, time management and organizational skills, communication skills, leadership qualities, critical thinking skills, analytical skills, responsibility, energy in the classroom, what do you contribute in the classroom/class, etc.

Think about: where have you struggled in the class (assignments, tasks, etc.)? What did you do to overcome those struggles? How did you manage that obstacle? Did you ask for help?

Reflect on: A moment that you were proud of yourself (maybe with a presentation, assignment, etc.); a moment where your teacher told you that they were proud of you; something that surprised you about yourself, etc.

This could be additional skills, strengths, goals, interests, personality, etc. (in that class) that you want the teacher to mention in the letter.