

*Students: When requesting a recommendation, always talk to the teacher personally; never just leave a request on the teacher's desk. Afterwards, always thank the teacher (a thank you note is appropriate). Once you are admitted or receive the scholarship, inform the teachers\* – they care!*

To: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name of teacher or counselor*

From: \_\_\_\_\_  
*Name of student (printed)*

**MY BRAG SHEET AND RESUME ARE AVAILABLE ON NAVIANCE.**

**Students & Teachers:** UC and CSU schools do **not** require nor do they accept letters of recommendation. For this reason, please specify on this form (students) and on Naviance (teachers) the private colleges you wish the recommendation to go to. Do not mark "All Colleges."

**\*\*\*If your college is a common app school, with a computer monitor icon with CA in it, use this section:**

Please write a letter of recommendation for me for \_\_\_\_\_  
*Names of ALL common app colleges*

My earliest deadline is \_\_\_\_\_ (Allow at least two weeks – see request schedule)

**\*\*\*If your private college has a computer monitor icon that is blank, use this section:**

Please write a letter of recommendation for me for \_\_\_\_\_

*Name of ONE private college (non common-app)*

The recommendation form is available: \_\_\_\_\_ On Naviance  
\_\_\_\_\_ Online on their website: \_\_\_\_\_  
\_\_\_\_\_ Through a link you will get via E-mail  
\_\_\_\_\_ On paper (Attached with a stamped, addressed envelope)

The deadline is \_\_\_\_\_ (Allow at least two weeks – see request schedule)

**\*\*\*If your college has a postage stamp icon (not including UC & CSU), use this section:**

Please write a letter of recommendation for me for \_\_\_\_\_

*Name of ONE private college (non common-app)*

I have attached the college's form and a stamped, addressed envelope. I have also filled out my section.

The deadline is \_\_\_\_\_ (Allow at least two weeks – see request schedule)

**\*\*\*If you need a recommendation for a scholarship or job, use this section:**

Please write a letter of recommendation for me for \_\_\_\_\_

*Name of scholarship or job*

**Check one:**

Please mail the recommendation directly. I have attached a stamped, addressed envelope.

The job/scholarship requires me to enclose the recommendation with my application. Please return it to me in a sealed envelope with your signature on the flap and a piece of tape over the signature. (Check this option ONLY if the scholarship or job requires it.)

The deadline is \_\_\_\_\_ (Allow at least two weeks – see request schedule)

Special areas, talents, interests, etc. which I would like you to stress on this recommendation are:

\_\_\_\_\_  
*Student signature*