

So that I can effectively advocate for you (and submit recommendation letters on time), here are some suggestions about what information is helpful to me.

1. Make sure that I know enough information about you to write an effective letter. These can be either hard copy or email:

- * your legal name, year, major(s)
- * a copy of your transcript (printout from MyPack Portal is fine)
- * a copy of your personal statement (or other application materials)
- * what classes did you take from me? did you do anything to distinguish yourself in class?
- * any special academic awards/accomplishments?
- * any special non-academic awards/accomplishments (particularly if relevant to the mission of the program)?
- * how does the program fit into your long-term goals?
- * any other pertinent information about yourself which I might be able to address
- * what would you like me to highlight in your recommendation.

2. Make sure that I have enough information about the program to be able to write an effective letter targeted to the needs of the program. These can be either hard copy or email:

- * list of all programs with deadlines and instructions (web vs. paper, whether I should mail or give to you)
- * information about what the program cares about (i.e "scholarship for scientists with artistic ability and red hair" or "PhD program in applied beekeeping" if it's not obvious from the title of the program)
- * all paper forms
- * addressed NCSU Physics envelopes for paper submissions (no stamps required)

-----Extra Stuff-----

3. Please send email reminders as the deadlines approach, and I will send you email confirmation as I submit materials to the programs. (Online applications will probably send this confirmation directly.)

4. Finally, please keep me posted about whether you were successful in your application(s), and what your experiences were with a particular program. This will help me to advise future students looking for similar opportunities.

Good luck!