**How to Request a Recommendation**

NEVER request a recommendation by email. NEVER.

Don’t assume the teacher will automatically say “Yes”. Recommendations take time, and teachers don’t have much time to spare! Understand that if a teacher declines, there is a good reason, and don’t take it personally.

Ask in person! Go to your teacher’s room, knock on the door politely and ask if the teacher has time to speak with you.

Use “please” and “thank you”. The recommendation this teacher will give you is a GIFT, not a privilege.

Ask **at least** three weeks in advance of your deadline. The more time in advance, the better.

Have a copy of your “resume” to give to the teacher.

Have the names and addresses of the school(s) listed on a separate page. List the deadline for submitting the recommendation under the school’s name and address.

Have a copy of the recommendation form(s), or information on where to find the form online listed on the page under each college.

Have an envelope, addressed and stamped for each college unless the teacher can submit the recommendation online.

**Examples:**

University of Georgia

Terrell Hall

210 South Jackson Street

Athens, Georgia 30602-1633

Submission Deadline: October 15, 2013

Online submission: [www.admissions.uga.edu/teacherrec.html](http://www.admissions.uga.edu/teacherrec.html)

College of Wooster

Gault Admissions Center

847 College Avenue

Wooster, OH 44691

Submission Deadline: November 15, 2013

Common Application: www.commonapp.org