Recommendation Letters

Student Instructions

Step 1. **Come to office hours to see me in person** to confirm that writing the recommendation letter is feasible:
- within the given timeframe, D
- and for the program(s) you are applying.

There is no need to schedule an appointment for this. Come directly to office hours. Office hours are posted on my personal website: math.berkeley.edu/~stankova

Be aware of the following requirements:

**TIMELINE:** I need at least a month:
- **AFTER** receiving ALL documents from you and your GSI(s) and all on-line links and email addresses for submitting the recommendation letters.
- **and BEFORE** my first deadline for submitting the letter.

Therefore, coming to see me 30 days or less before the letter is due will not work.
- You need to start planning for the application and see me in person **at least 6-8 weeks prior to my first deadline**, in order to get the letter done on time.

**MINIMUM ACADEMIC PERFORMANCE:** You must have performed very well in at least one of my classes:
- **For math/science/STEM** REU’s, graduate programs, and other top specialized programs: you must have an A- or higher in at least one of my classes.
- **For non-math, non-science, non-STEM** programs: you must have a B or higher in at least one of my classes.
- **If you do not fall into the above two cases** (i.e., have not performed as well), the letter will be a reference letter, not a recommendation letter.

Step 2. After receiving confirmation from me, **get in touch with your GSI**. The best way is to see your GSI in person so as to refresh his/her memories of you and link your face to your name (the GSIs have many students every semester). Explain to your GSI briefly about the program(s) you are applying to and ask him/her to email within a week directly to me the following information:

**GSI’s COMMENTS SENT DIRECTLY TO INSTRUCTOR BY EMAIL:**
- Student Name: GSI’s Name:
- Course #: MATH Section: # Semester:
- Student’s scores/grades:
  1. Quiz Average: Section Quiz Average:
  2. Midterm 1 Score: Midterm 2 Score:
  3. Final Exam Score: Final (Total) Score:
  4. Final Grade:
- Comments (a paragraph) on:
  1. Student’s performance/participation in sections and office hours.
  2. Student’s performance/achievement in the course.
  3. Suitability of the student to attend the desired program.
  4. Any other comments.

Step 3. **Email me a brief list** (NO attachments) in the body of the email:

**STUDENT INFO SENT DIRECTLY TO INSTRUCTOR BY EMAIL:**
- Student Name: SID: # GSI’s Name(s):
- Course(s) taken with me:
  - Course #: MATH Section # Semester:
- For each program to which you are applying:
  - Name of Program:
  - Deadline for submitting my letter:
  - Email address where letter is to be sent, OR on-line link where letter is to be submitted: I need to get the on-line link directly from the program, so arrange for that to happen right away.
  - One brief paragraph summarizing all programs you are applying to and what type of students they are looking for.

Step 4. **The one-month clock starts AFTER:**
- Steps 1,2,3 have been completed;
- I have received all information from you and from your GSI(s);
- All on-line links for letter submission have been sent to me by the programs.

Step 5. **Send me an email reminder:**
- a week before my first deadline for the letter submission,
- unless I have already submitted the letter(s) by then.

Step 6. **You are done!** Good luck with the application process! ☺