

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,
- and for the program(s) you are applying to.

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

Please, be aware that I do not have OHs during breaks and holidays, and I will not be able to write any letters Nov 22-January 22, last week of March, May 1-Sep 2 (final periods, Thanksgiving, winter, spring, or summer breaks, and the beginning of the academic semesters). So, you need to plan early.

ACADEMIC PERFORMANCE. You must have **performed excellently** in at least one of my classes. **Due to the increased size of large math classes at UCB,**

- I am able to personally write letters only for students who received A+ and whom I personally know through the class (cf. Steps 2, 3'' below).
- I am able to co-sign letters written by GSIs for students (cf. Steps 2, 3' below):
 - with an A for REU's, grad. programs, and other programs in **STEM**.
 - with an A/A- for **non-STEM** programs.
 - with an A+ if students miss the deadlines above, and/or I do not know them personally through the class. In such cases, they need to ask their GSI to write the letter.

TIMELINE. For letter that I will be writing (see above), 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 letter.
- **and BEFORE** my first deadline for submitting the letter.
- Coming to see me 30 days or less before the letter is due is too late.
- You need to start planning for the application and see me in person **at least 6-8 weeks prior to my first deadline**, to get the letter done on time.

Step 2. After receiving confirmation from me, **get in touch with your GSI**. The best way is to see your GSI **in person** to refresh their 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.

Step 3'. If your GSI will write the letter, then you include the GSI as your official recommender on any online portal and give them all needed information. At least a week before the submission deadline, the GSI needs to get in touch with me regarding co-signing the letter. However, you need to explain to the GSI that I will not be available during the periods mentioned earlier in these instructions and it is your responsibility to stay on top of the recommendation letter process.

Step 3''. If I will be writing the letter (as explained earlier), then after you meet your GSI, ask them to email me within a week the following information:

Only for students who received A+:

GSI's comments sent directly to me in an email:

- Student Name: SID: # GSI's Name(s):
- Course #: MATH Section # Semester:
- Comments (two paragraphs) 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.

Email me a brief list (NO attachments) in the body of the email:

- Student Name: SID: # GSI's Name(s):
- Course #: MATH Section # Semester:
- For each program to which you are applying:
 - Name of Program:
 - Deadline for submitting my letter:
 - Email address or online link for submission of letter. Online links will be sent directly by the programs, so arrange for that to happen right away.
- One brief paragraph summarizing all the programs you are applying to and what type of students they are looking for.

The one-month clock starts AFTER:

- Steps 1, 2, 3, 3'' have been completed.
- I have received all the information from you and from your GSI(s).
- All links for letter submission have been sent to me by the programs.

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.