

# Letter of Recommendation Request Policy



**Please follow these instructions when requesting a letter of recommendation from your MEP/MSP staff:**

1. Submit request 3 weeks prior to due date
2. Provide information about the program you're applying to; including any additional forms provided
3. Provide copy of unofficial transcripts
4. Provide Statement of Purpose
  - As the name signifies, the Statement of Purpose is your personal statement about who you are, what has influenced your career path so far, your professional interests and where you plan to go from here. It need not be a bald statement of facts; several successful SoPs address these questions through anecdotes, stories or by describing their hero. But whether your SoP is subtle or to the point, it must be well written to be successful.
5. Provide an addressed envelope for the letter along with the letter's due date
6. Online recommendations should follow the same procedure; except the envelope

~The above is necessary for a strong recommendation and requests not following this policy will not be granted.

