

Letter of Reference Request Requirements by Dr. M Dyczok:

1. Please submit all your reference requests together, rather than one at a time over a period of time.
2. Please submit the requests a minimum of 2 weeks before the deadline.
3. Please remind me of our acquaintance (student in course 439E in 2006-2007, worked together in 2003, etc) and provide as much detail as possible (wrote an essay on Stalinism, shared a telephone, etc.)
4. Please include a recent cv, and statement of purpose (what you are applying for and why, eg which degree, programme, position etc.)
5. Please provide detailed information for each reference request. This should include:
  - a. Deadline for reference
  - b. Name of institution or organization (university, dept, employer etc.)
  - c. Name and title (position) to whom the letter should be addressed
  - d. Precise address of the person to whom the letter should be addressed
  - e. Address where the letter should be sent to, if different from (d)
  - f. Addressed envelope (no postage required)
  - g. Any forms which need to be included