



USF COLLEGE OF
PUBLIC HEALTH

Letter of Recommendation Request Form

Office of Undergraduate Studies

Location: CPH 1039

Contact number: (813) 974 – 4633

Description

The College of Public Health Office of Undergraduate Studies has created this form to assist students, staff and faculty with writing letters of recommendation. Completion of this form does not guarantee a letter of recommendation will be written.

Submission and Review Process

Once all of the requirements are fulfilled, the request will either be granted or denied. Writing a high quality letter of recommendation involves many factors and may take up to 2 weeks **AFTER** receipt of all required materials to complete.

Request Form Requirements

- Provide at least a 2 week notice to write the letter. This notice begins **AFTER** all necessary information has been received.
- Attach an up to date résumé. The USF Career Center provides résumé resources which can be found here: <http://www.career.usf.edu/students/resume.htm>
- Attach an up to date personal statement. This is usually an admission requirement for graduate school. If you have not yet written one, suggested content includes a description of what you are applying for, why and any additional information you would like to emphasize.
- Complete the form below and submit it to the instructor via email or fax to (813) 905-9802.

First and last name:

U#:

Telephone number:

USF email address:

Cumulative GPA:

Major GPA:

Are you a public health major? Yes No If not, what is your major?

List the course name, semester and final letter grade for each course taken with the instructor from whom you are requesting a letter:

Course name:
Semester and year:
Final letter grade:

Course name:
Semester and year:
Final letter grade:

Course name:
Semester and year:
Final letter grade:

Course name:
Semester and year:
Final letter grade:

List the name of the university/institution, the program/position name, due date and instructions (i.e., where to send letter) for each institution to which you are applying:

University/institution:
Program/position:
Letter of recommendation is due:
Instructions:

University/institution:
Program/position:
Letter of recommendation is due:
Instructions:

University/institution:
Program/position:
Letter of recommendation is due:
Instructions:

University/institution:
Program/position:
Letter of recommendation is due:
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