



It is imperative that you provide your recommenders with ample TIME to plan, write and submit their letters! Whenever possible, reach out to them a full month, or even two months, in advance of the deadline - keeping in mind that summer and holiday schedules may necessitate even more advance notice.

If a potential letter writer says "no," accept graciously, but don't become too disheartened. It may be that s/he didn't feel s/he had adequate time or that s/he knew you well enough to write a strong enough letter.

If you are uncertain about the best individuals to approach, simply make an appointment with the Graduate Fellowship Advisor to discuss your options.

Be sure to thank each individual who agrees to write on your behalf! Also, keep your recommenders apprised of the outcome of your application. If they have taken the time to write for you, they will want to know.