



FAQ—Requesting a Letter of Recommendation from Prof. López

Below are some requirements and guidelines regarding student requests for letters of recommendation. Please follow this process to avoid miscommunication or delays in my submitting the best letter possible for your application.

“Will you write me a letter?”

As a general rule, I write letters of recommendation for students who have received an A- or higher in my class. I do assess requests on a case-by-case basis however; but if you received lower than a “B” in my course, I will likely not agree to write you a letter.

However, for me to write a strong letter of recommendation--one that is tailored to the application and speaks to your specific background, experience, and training in and outside the classroom--I highly suggest you take time to regularly communicate with me long before the application deadline. This is especially important for graduate or law school applications.

“How much time do you need?”

I require **at least** four weeks advance notice to write letters. More than four weeks notice is much appreciated. If you do not have all of your materials assembled four weeks before the deadline, then please just send me an email informing me your requests and when I can expect your materials. Ideally, the materials should be in my possession about 21 days prior to the deadline to ensure timely submission.

“What materials do you require from me?”

Having all of your materials together will require some advanced planning on your part. Please send me the following materials via email at the same time:

1. Table/list or spreadsheet that includes the program(s) to which you're applying, deadlines in bold, and address, link, and/or email of where the letter should be sent.
2. A draft of your entire application(s). I am particularly interested in materials which tell me about why you're applying to the program(s) and what you hope to gain from admission to the program(s).
3. Copies of papers you've written from class, including my comments (or the TA's comments).
4. Copy of your college transcript (unofficial copy).
5. A short description of your activities outside of class, including your extracurricular activities, volunteer work, scholarly and community achievements, and other work and employment.
6. Documentation verifying that you have waived your rights to view the letter. If keeping the letter confidential is not an option, then please contact me so we can discuss your case.
7. For letters that needed to be mailed: Pre-addressed envelopes with stamps, with the deadlines written lightly in pencil in the corner.

Again, it's absolutely essential that all required materials arrive together. If you do not receive an email confirmation from me regarding my receipt of your materials, then please contact me ASAP.