

# GSMST Recommendation Request Check List

You must fill out a form for EACH recommendation

Student Name \_\_\_\_\_

Deadline Date: \_\_\_\_\_

*Please check here if you need an official transcript included*

**Please indicate the purpose of request:**

- College Application
- Scholarship Application
- Summer Program / Contest
- Other \_\_\_\_\_

**Materials Included:**

- Copy of Application
- Copy of Recommendation Form (even if submitted online)
- Essay (Check here if NO essay is required \_\_\_\_\_)
- Resume
- Addressed Envelope
  - Return sealed envelope to student
  - Mail sealed envelope directly to institution (INCLUDE A STAMP if this is checked)
  - No Envelope - ONLINE Recommendation – website \_\_\_\_\_

**Please list any specific details needed for this recommendation:**

---

---

---

**What else do you want the recommendation to reflect? (For example, details about you, your family, your passions, etc, that are significant to this particular college or scholarship?)**

---

---

---

**If details about the request are online, please print the information and attach it to your recommendation request. Faculty cannot be responsible for searching websites.**