

Suggested Teacher College Recommendation Checklist

Remember to ask a teacher early, either at the end of junior year or early senior year if they would write a letter of recommendation for you. Also remember to send them a thank you note afterwards.

Early Fall of Senior Year

1. Know your deadlines. Do NOT hand the teacher a form and envelope on Thursday when the deadline is Friday. *Three weeks is an appropriate amount of lead time.*
2. Envelopes* for each school (see sample on back)
 - Business Envelope
 - Admission Office's address (preferably typed—consider using labels)
 - Return address in upper left hand corner: Teacher Name, 65 East Main Street, Mendham, NJ 07945
 - Bottom of the front of the envelope: Recommendation for _____(your name goes here)
 - Correct postage (larger envelopes require more postage)
 - Self-Sealing envelopes are much appreciated! ☺
3. Recommender's form
 - **Complete as much of this form as possible** (your personal information, my name, school's name, school address, CEEB code, etc.)
 - If common app—only one form is necessary. The teacher will likely make copies but ask to be sure.
 - Use post-it notes on envelopes with forms to include:
 - The deadline
 - Identify which forms you want sent with your application: the common app form, school form, no form required
 - Make sure you sign it!
4. If you have a number of schools and letter requests along with your envelopes, consider putting them in a larger envelope with your name on the front along with the teacher's name. Either hand it to the teacher or place it in their mailbox in the main office.

*

If an online recommendation is an option, please send the teacher the email link with your full name & home address. Same three-week timeline is required. Faculty emails can be reached by checking the school web page.

Mr./Mrs./Ms. Teacher Name
West Morris Mendham HS
65 East Main St.
Mendham, NJ 07945



Office of Admissions
University of Notre Dame
113 Main Building
Notre Dame, IN 46656

Re: Recommendation for Thomas Philbin