

Letter of Recommendation

To receive a letter, you first need the faculty member to ok your request. Next, tape this completed form to the outside of a manila envelope and enclose the necessary materials. Place the envelope in the professor's box; if you are not a current UNCW student, mail your materials to the Department of Economics and Finance, 601 S. College Rd., Wilmington, NC 28403.

Name: _____

Phone: _____

Email: _____

Major: _____ **Concentration 1:** _____ **Concentration 2:** _____

Overall G.P.A.: _____ **Major G.P.A.:** _____

This recommendation must include: ___ An evaluation form ___ A recommendation letter ___ Both

This recommendation is on-line; an email will be sent to the faculty members account: ___Yes ___No

Reason for the Letter/Form:

___ Overseas Study ___ Graduate School ___ Transfer to another school

___ Other (explain) _____

Name of Program/Institution to which you are applying (include all):

Date that the Letter/Form is due: _____

The Letter/Form will be:

___ Mailed separately from the application ___ Mailed with the application

If the Letter/ Form is mailed separately, list the address to which Letter/Form should be mailed:

List the classes, the semester, and the grade of the courses you took with the faculty member:

Course: _____ Semester: _____ Grade: _____

Course: _____ Semester: _____ Grade: _____

Course: _____ Semester: _____ Grade: _____

Enclosed Materials Checklist – Necessary Unless Otherwise Noted

- | | |
|---|--|
| ___ Unofficial copy of student transcript (see SeaPort) | ___ Signed waiver on Recommendation Form |
| ___ Copy of student resume | ___ Stamped envelope with typed address |
| ___ Brief statement of why you are seeking this letter | ___ Photograph (optional) |
| ___ Recommendation form from the program of interest | |