

هر قسمت با دقت مطالعه شود و اطلاعات دقیق خواسته شده را تکمیل کنید. لازم به ذکر است که یک توصیه نامه خوب می تواند تا بیش از ۳۰٪ در کسب پذیرش و تا ۵۰٪ در کسب فاند و بورسیه تحصیلی ایفای نقش کند. پس در پر نمودن این فرم نهایت دقت را بکار ببندید. در راستای ارائه جواب های فارسی یا انگلیسی به سوالات ذیل / چنانچه استاد یا کارفرمای شما رایتینگ توصیه نامه را به عهده گرفته، حتما جواب های شما به انگلیسی باشد تا استاد بتواند توانمندی ها و قابلیت های منحصر بفرد شما را در متن اصلی باز نویسی کند.

#### STUDENT INFORMATION SHEET FOR RECOMMENDERS

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*I am requesting a letter of recommendation from you to support my application for admission. I have completed this form so that you will have more information about me. Along with this form, I have included copies of my **ELP transcripts, résumé, and essay/personal statement** so that you can learn more about me and how I will present myself in the application. Thank you, in advance, for writing this letter on my behalf.*

Sincerely, **YOUR NAME HERE**

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#### MY INFORMATION

**Name** (as it will appear on your application):

**Date of Birth** (for identification purposes):

**Current Level:**

**E- mail:**

**Degree** (check one): Bachelors Master Doctorate

**Major / Program I am applying to:**

**Starting Level:**

**Phone Number:**

Universities or scholarship positions this recommendation will be sent to:

1.	2.	3.
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Application Deadlines

In order to meet application deadlines, please complete this letter by:

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#### OUR WORK TOGETHER

Classes that you taught me:

Class Name	Term (i.e. Fall 1, 2010)	Final Grade
1.		
2.		
3.		

- Special projects that we worked on together:
  
- I feel that you know me well, and can write a good recommendation for me, because:
  
- What I valued most about your class and you as a teacher was:

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**INFORMATION ABOUT ME**

1) The most important information a university needs to know about me is: \_\_\_\_\_  
*Be detailed and discuss what you plan to highlight about yourself in your application and how you plan to do it*

2) My educational goals are:

*Be specific about what and how long you plan to study – bachelors, masters, doctoral, other; including information on any specializations you plan to pursue or special programs in which you want to participate (internships, research, co-op, etc.)*

3) My career goals are:

*Describe both your short and long term career goals – what will you do immediately after getting your degree and what do you want to be doing 25 years from now*

4) The most important out-of-class activities for me are (*attach an activities list, résumé, or cv for reference*):



5) My three best qualities are:

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**SUBMISSION INFORMATION**

<b>University/scholarship Program Name</b>	<b>Special Form* Required (Y/N)</b>	<b>Submit Online or Paper</b>	<b>If paper, address for submission</b>

*\*If a special form is required, give a copy of that form to your recommender along with this sheet*

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Should you be interested, a resource for writing letters of recommendation offered by my college counselor, [Hashem California](mailto:Hashemcalifornia@hotmail.co.uk) (Hashemcalifornia@hotmail.co.uk),  
*Thank you for taking the time to write me a letter of recommendation!*