

Professor Francis Assaf

Request For a Letter of Recommendation, or other

Please fill out this form on-screen or by hand and place in my mailbox (Gilbert 227) in the Department of Romance Languages, along with all other necessary materials, such as addressee's forms, etc.



Name (Last, first, M.I.)

Date

Student ID number

Current local street address

Current telephone no. (line, and cellular, if available)

e-mail :

Classes taken with me (including current semester)

Course number & title	Term & year	Grade*

*If current semester, enter "IP"

Cumulative GPA :

Undergraduate

Graduate

Purpose of requested

letter :

Employment

Admission to a degree program

Language skills verification

Study abroad

Addressee's name & organization :

Address :

Telephone/fax number(s) :

e-mail :

I have read and understand your posted criteria for letters of recommendation or other.

_____ Signature