Requesting Recommendations

for the Bridge to the Master’s Degree Program

The recommendation letter is a common requirement for many different kinds of applications at the graduate level, including for admissions, scholarships, career opportunities, and more. This tip sheet is specific to asking for letters of recommendation for the Bridge to the Master’s Degree program.

- Give your recommenders plenty of time to complete the process well in advance of the program’s deadline. We would suggest asking your recommenders at least 2-3 weeks before the deadline so they have time to craft an effective letter.
- Provide your recommenders with information about the Bridge program. Sending your recommender the website for the Bridge program website is recommended, but it is also a good idea to provide a description of your own when requesting the letter of recommendation.
- Provide your recommenders with information about what the letters of recommendation for the Bridge program should include – there is information about that in the Bridge program webpage.
- Provide your recommenders with information about yourself and how you are a good fit for the Bridge program. It is good practice to provide your recommenders with information about how they know you. For example, you could include the semester date of courses you took with the recommender, as well as any special projects you did with the recommender.
  - In addition, make sure to send them your resume or curriculum vitae.
  - If possible, it is also a good idea to provide them with the statement of purpose and diversity that you wrote as part of the Bridge program’s application requirements.
- Always make sure to thank your recommenders, both when you request the recommendation and after your application is complete.
- Follow up with your recommenders once the Bridge program reviewers have completed their application reviews and notified you of the results.