

## **Guidelines for Students**

### **Requesting Letters of Recommendation**

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1). If you are requesting a letter of recommendation, it is essential that you be my advisee, that you have taken one of my classes, or that I have served on your honors thesis committee. If I'm unfamiliar with your academic work, I won't have much to say about you in a letter of reference.

2). You should choose a reference from someone who knows you well. If I don't know you but you took my class, the best I can do is report your grade and relative standing in the class. Work hard to get references from those who know you best.

3). If there are any forms to be included with your letter of recommendation, **make sure to complete the entire form except for my evaluation, my signature, and the date.** When requested, **all** of the following must be completed on all copies of the forms before you give them to me:

Name:	Richard C. Eichenberg
Title:	Associate Professor
Address:	Department of Political Science Tufts University, Eaton Hall Medford, MA 02155
Phone:	(617) 627-3465
Fax:	(617) 627-3660
E-mail:	I do not provide e-mail on forms
Specialization:	International relations and foreign policy

4). Make sure to **sign all waivers of your right to read letters of recommendation**, if there are any. This is important so that the people who read it know it is entirely confidential and objective.

5). With the relevant forms, include as many of the following items as possible: an unofficial transcript; a résumé; any statements of purpose or personal essays you will be including with the application; and a paper written for my class. In addition, **provide me with a short note explaining what you are applying for** and outlining any information that might be relevant to my letter, even if you already have told me these things verbally.

6). **Address all envelopes** with the mailing address to which the letter should be sent and my return address, or provide me with mailing labels with this information.

7). You should enclose all of the above materials in a large envelope or folder with your **Name in large letters** and a summary of **my deadlines** listed on the outside;

8). Please give me your materials far enough ahead of the due date so that I can give your letter the time and care that it deserves. This means a *minimum* of two weeks before the deadline. At busy times of the year, that may not be sufficient, so please plan ahead.

Good luck and do let me know how it turns out!