Rules for Requesting a Recommendation Letter

✧ **Eligibility**

- I can only write letters for students I have supervised or worked closely with.
- If I don't know you well enough, I may decline your request.

If you meet the eligibility criteria, please follow the instructions below:

1. **If it is an online recommendation,** please complete the following tasks. The receiving school will notify me by email, and I will revise the draft you provide.
   1.1 Fill out the attached *"Draft of Online Recommendation Letter"* and send it to me.
   1.2 Send me your personal CV, transcript, and project report.
2. **If it is a written recommendation**, please complete the following tasks.
   2.1 Fill out the attached *"Draft of Written Recommendation Letter"* and send it to me.
   2.2 Send me your personal CV, transcript, and project report.
   2.3 Make an appointment with me to pick up the recommendation letter.
   2.4 Bring an empty envelope to enclose the recommendation letter.
3. **Limit on the total number of recommendation letters (online + written):** +5 letters
4. **Deadline for sending your Reference Documents**
   I will handle applicants' recommendation letters before **October 1** each year. Please be sure to send me the necessary documents by the deadline.

Woei-Luen Chen