

Rules for Requesting a Recommendation Letter

✧ Eligibility

- I can only write letters for students I have taught, 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):**
 - 3.1 Students who have taken my course:
 - A+: +2 letters
 - A: +1 letter
 - 3.2 My thesis/project students:
 - +3 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