

## **Instructions for Requesting Letters of Recommendation for Fellowship Applications**

Please request letters of recommendation significantly in advance of when they are due. If you ask me less than two weeks before the letter is due, it may not be possible for me to complete it in time for your deadline. This is especially true when the semester is not in session, as I may not be on campus.

As most recommendation letters have to be submitted electronically, you should use the email address [pande.references@gmail.com](mailto:pande.references@gmail.com) as you fill in the required forms.

**Two weeks** before the letter is due, please send me (copying [pande.references@gmail.com](mailto:pande.references@gmail.com) and [daniel.buckley@yale.edu](mailto:daniel.buckley@yale.edu)) a zip file containing the following:

1. Your CV
2. Your undergraduate and graduate transcripts
3. A word file which includes:
  - a. A short paragraph description of the key aspects of your academic background.
  - b. A short paragraph describing the reasons why you are applying for the fellowship.
  - c. A short paragraph describing your current research.
  - d. Your interactions with me. If you worked as a RA please include a short paragraph on what you did.
  - e. Any other information that you think I should highlight in the letter that could help your application.
  - f. Instructions for submission (online/hard copy, deadlines). If your letter has not been submitted two days before it is due, please send me an email copying my assistant ([daniel.buckley@yale.edu](mailto:daniel.buckley@yale.edu)).