

C H A R L E S L I P S O N

C O V E R S H E E T F O R U N D E R G R A D U A T E S S E E K I N G R E C O M M E N D A T I O N S

This cover sheet *must* be included for all undergraduates seeking recommendations from Professor Lipson

LAST NAME	
FIRST NAME	
NAME YOU PREFER TO BE CALLED (such as "Tom")	
GENDER (M or F)	
PREFERRED EMAIL	
PURPOSE OF THIS RECOMMENDATION (law school, MA program, BA/MA, PhD, etc.)	
CURRENT STUDENT STATUS (current 2 rd year, rising 4 th year, etc.)	
EXPECTED GRADUATION DATE	
YOUR MAJOR (or dual majors)	
GPA OVERALL	
GPA in your MAJOR	
STANDARDIZED TEST SCORES AND PERCENTILE (please say if this is an LSAT, GRE, etc.)	
DATE WHEN FIRST RECOMMENDATION IS DUE?	
INTERFOLIO CODE (provide the code <i>only</i> if you want this letter uploaded)	
LSAT FORM ENCLOSED? (only for law school applicants, whose LSAT form <i>must</i> be enclosed)	
ARE YOU REQUESTING SEALED HARD COPIES OF THIS RECOMMENDATION? (dropped in Pick 401)	
PHOTOGRAPH (please insert here or attach)	

CHECK LIST for other items to be included in the packet you are giving me:

- On the outside of the packet, please write your name, email, and purpose of the recommendation
- Résumé
- List of all courses and grades by academic year; please include the course title and professor
 - Feel free to add an explanation if it would assist me (e.g., wrote 25-page research paper on Topic X and received A-)
- Candid explanation of the strong and weak points in your record
 - I can only help explain the weak points if you flag them and give me your explanation
- Copies of any research papers and exams that would help me prepare your recommendation
- Your personal statement or academic statement, even if they are still in draft form
- Extracurricular activities and work history
- Special skills such as languages, math and statistics, computer programming, study abroad, etc.