**Creating a folder for your recommenders**

Recommenders often find themselves writing a dozen or so recommendations every semester. Having an organized folder is greatly appreciated. You can use a manila folder if you wish, but please put your name on it.

The folder should contain

1) a resume or a vita

2) an unofficial transcript (You might want to highlight what classes you took with your recommender)

3) a list of the schools where you are applying

a. The program (for example, you might be applying to clinical psychology at one place and counseling psychology in another.

b. You should list those schools right by their deadlines in order from the soonest to the latest deadline. For example:

* Dec 15 Yale Clinical
* Jan 10 Minnesota Counseling
* Jan 15 Kent State Clinical
* Feb 1 Michigan I/O

4) Any relevant things you would like your recommender to say about you in the letter. After writing so many letters in a short period of time, it's easy to confuse details about students. This will help us remember!

5) Any forms that are supposed to accompany those letters. If the forms are done online, please make note of that.

6) Addressed envelopes so that we can send you or the school the information (if it's not online)

Before giving your recommender a folder, please be sure to

* Sign the consent to view the application waiver (it's preferable to waive your rights)
* Give your recommender ample time to write your letter. If you have deadlines in December, please make sure your recommender gets the information before Thanksgiving break. If your deadlines are in January, please get them the forms by winter break.

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