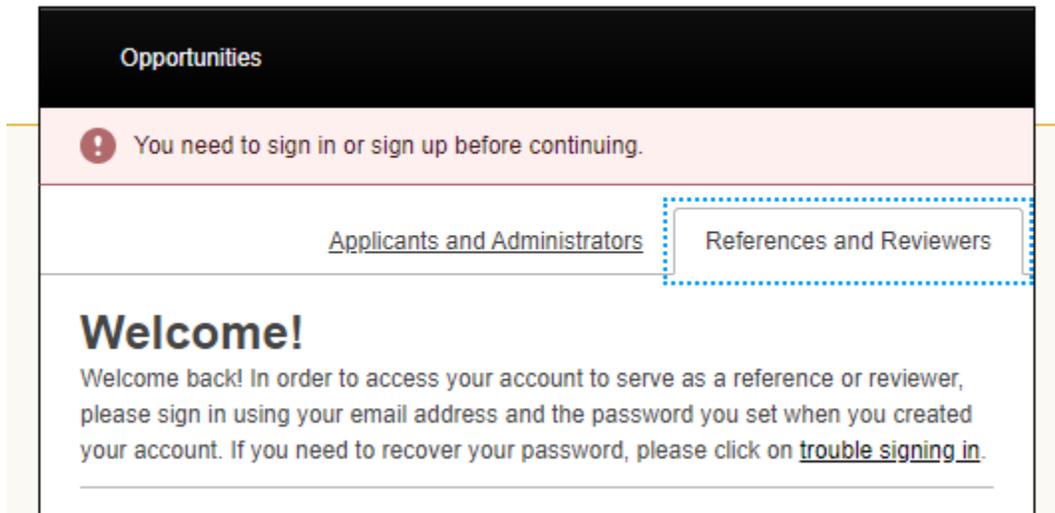


Letter of Recommendation Tips for TU FACULTY

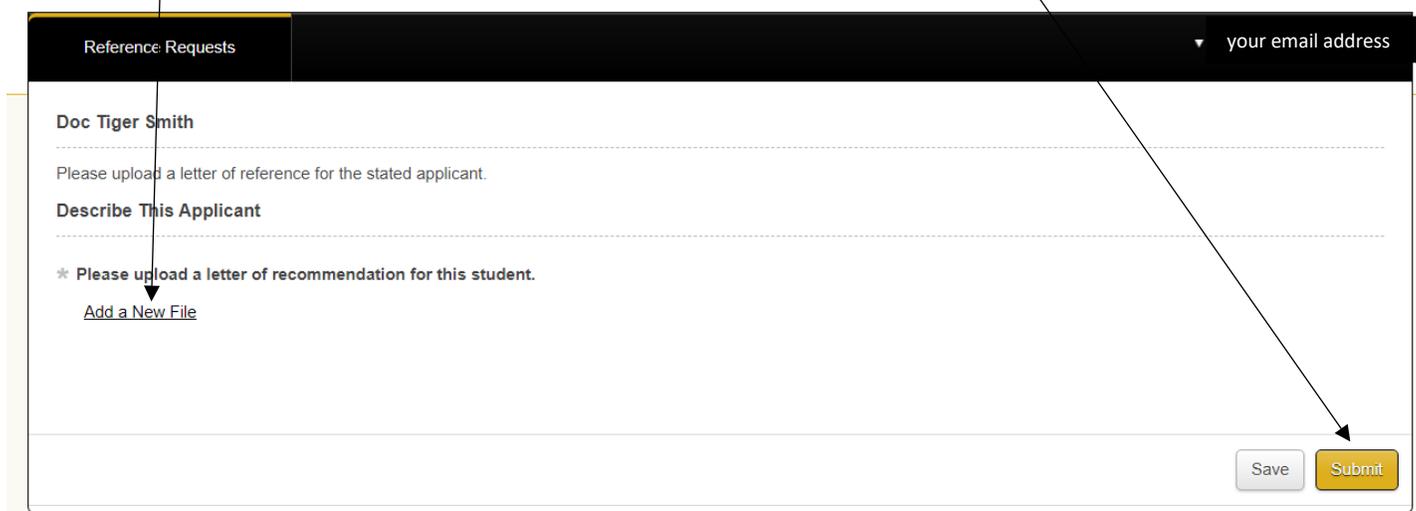
Please use the link provided in the email request to log-on. Click on the **References and Reviewers** tab and log-in using your TU credentials.



Click on Begin to upload your letter of recommendation. Please note that there may be more than one student listed.



Click Add a New File to upload your letter of recommendation. Please click the Submit button after your file has been uploaded.



The specifications for file uploads are:

- up to 10MB in size
- the file name will only accept the following characters (no periods):
 - a-z
 - A-Z
 - 0-9
 - _
 - -
- the file name cannot be longer than 512 characters

Google docs are not accepted.

What to include in your letter of recommendation

Your experience with each student that asks you for a recommendation is likely unique.

Below are some ideas to include in your letter of recommendation:

- An introduction that identifies who you are, your relationship to the student, and how long you have known them
- Your general observations and thoughts about the student's academic strengths, personal qualities, and readiness for college (for freshman students)
- Specific examples that support those observations and thoughts
- A closing that says you are open to being contacted for more information if needed

As an author, make sure you mention the following information:

- The date of writing
- Full name
- Title
- Institution name
- Official address
- City, state, and zip code
- Contact information