



LETTER OF RECOMMENDATION REQUEST

Guidelines for receiving a letter of recommendation from COP staff:

1. Ask COP staff if they are willing to write a letter of recommendation for you.
2. If staff consents, then fill out this form completely.
3. Attach your responses to the three questions below.
4. Attach a copy of your personal statement/scholarship essay and resume to this form.
5. If the requestor requires a form that needs to be completed, attach the form to this request.
6. Return this form to the COP office a minimum of two weeks before the due date.

QUESTIONS

Attached your typed answers the the questions below:

1. If you were the person writing this letter of recommendation, what would you say about your personal and academic accomplishments?
2. What would you say about your overall character?
3. What would you say about your promise and potential for your major/career?
4. If your recommendation is for a scholarship, does the scholarship focus on a specific area or requirement? For example: academic achievement, financial need, major/field, or community service.

Remember your letter of recommendation will only be as strong and comprehensive as the information you provide.

STUDENT INFORMATION

Name: _____
COP Year: _____
Phone #: _____

Date: _____
UH ID#: _____
Major: _____

Are you in good standing with COP? Yes No
Did you do any volunteer work for COP? Yes No

If yes, please explain nature of volunteer work and date:

ORGANIZATION INFORMATION

1) Name: _____
Address: _____

Name of person letter should be addressed: _____

Will the organization send an email request? Yes No

DUE DATE: _____

2) Name: _____
Address: _____

Name of person letter should be addressed: _____

Will the organization send an email request? Yes No

DUE DATE: _____

ACADEMIC INFORMATION

Last semester's GPA: _____ Cumulative GPA: _____

If you are not in good academic standing (below 2.0) at UHM, please explain why.

FINANCIAL NEED

Are you receiving financial aid for the current academic year? Yes No

If yes, please indicate type of aid and amount.

Explain why you and your family cannot pay for your educational expenses.

