**Asking for National Fellowship Recommendations**

**A Guide to help Students**

1. **PLAN IN ADVANCE! Do not ask anyone last minute. The more notice you give the better**
2. Think of a Professor with whom you have worked closely in a small class setting or on a research project.
   1. Always have one or two backups in case someone is unable to write.
   2. Also look for professors you have visited in office hours
3. Go to this professor in person (preferred) or send them a formal email asking them to write you a letter of recommendation for a fellowship.
   1. Ask the professor if they are willing to write a strong or a supportive recommendation.
   2. Be fine if they refuse and keep the door open for a “no” as you do not want a recommendation from someone not supportive.
4. Tell the professor which fellowship you are applying for and give them a background of the fellowship and your project.
5. Once the professor has agreed to write the letter, give them specific dates and instructions for the letter. Make sure the deadline is far enough away so that they can put a sufficient amount of time into writing your letter.
6. Give the professor an updated copy of your resume/CV.
7. Remind them of any project/paper/research that you did with them as well as a list of all classes you had with them. Ex: HIST 330 in spring 2014.
8. Offer them a copy of Dr. Walton’s guidelines for faculty recommenders, and/or send them to the faculty resource page on the web-site with Information on fellowships via <https://www.e-education.psu.edu/writingrecommendationlettersonline/node/138>
9. Be sure you share the draft of your essay/research proposal with the professor and update them frequently with your progress. You may also share the entire application with them.
10. **FOLLOW UP**: After you submit the application, be sure to send a thank you note and let them know the results (especially if you are a winner!).
11. Contact Dr. Kristen Walton at any time if you have specific questions about asking for a recommendation letter for any fellowship.