University Honors Program

LETTERS OF RECOMMENDATION REQUEST

IMPORTANT NOTE
Two letters of recommendation are required for the University Honors Program application. If you did not submit the letters of recommendation with the online application form, you must request letters of recommendation on your behalf to complete your application. Please ensure that the letters of recommendation are submitted no later than February 15.

Because of the volume of applications, the review committee will not consider extra materials.

TO THE STUDENT

Applicants: Please print, complete and give this form to each of your recommenders. Your recommenders will submit letters of recommendation on your behalf no later than February 15.

NAME

MARQUETTE ID (REQUIRED)

DATE APPLICATION SUBMITTED ONLINE

☐ I waive my right of access to this form and recommendations.

☐ I do not waive my right of access to this form and recommendations.

TO THE RECOMMENDER

Letter of recommendation requested: A letter of recommendation has been requested on the above student’s behalf. Please follow the instructions below and submit an electronic version of your recommendation using the Honors Program dropbox.

Whenever possible, include the student’s nine-digit Marquette ID (listed above by the student) and the student’s full name (e.g., 001234567 Doe, Jane) as the file name. This will ensure quick and accurate processing of the recommendation.

If a Marquette ID is not listed, contact the student to retrieve it. It must be included as part of the dropbox submission. You may also call the Honors Program at 414.288.7516 or email honorsprog@marquette.edu.

To learn more about the University Honors Program, please visit marquette.edu/honors. This form does not need to be included when sending a letter of recommendation.

SUBMIT COMPLETED LETTERS OF RECOMMENDATION AT:

http://go.mu.edu/honors-lor