Guidance for Letters of Recommendation

The Trinity Fellows Program requires 2 academic letters, and 2 letters related to your service experience, for a total of 4 letters of recommendation.

- **2 Service/Professional:** submit two letters of recommendation related to your service experience. You may substitute one work-related letter here.

- **2 Academic:** submit two letters of recommendation related to your academic experience.

The above letters may also be used to satisfy the letter of recommendation requirements of your academic program and need only be submitted once.

**How to Submit:**
Your Graduate School/Graduate School of Management application will give you the opportunity to request and submit letters of recommendation using an online system, available as part of the online application. Letters should be submitted electronically using the invitations available on the Recommendations tab of your online application. Follow the submission guidelines given in your Graduate School/Graduate School of Management application. You will be able to check the status of your letters by logging into your application.

**Additional Guidance:**
Provide your recommenders with information about the Trinity Fellows Program and how Trinity and your graduate program of choice fit your educational and career goals.

- **Service/work-related letters** should be from someone in a supervisory role who can speak about your character, your commitment to service, the work you did, and the quality of your work.

- **Your academic letters** should offer insight and judgment regarding your academic qualifications for graduate school over and above the letters we’ll have regarding your character. Ideally, academic letters should come from a professor and give an indication of what can be expected from you in the classroom. Keep in mind that the more detailed and specific the letter can be, the better. Therefore, it is often in your interest to remind recommenders about the classes you took with them, how you did, papers or projects you completed for them, etc.