JOINT RESEARCH EXPERIENCE FOR UNDERGRADUATES (REU) PROGRAMS

Harvard University
REQUEST FOR LETTER OF RECOMMENDATION

Dear faculty member, teacher, or supervisor,

Thank you for agreeing to write a letter of recommendation for your student ________________________, who is applying for participation in an NSF-REU program in Nanoscale Science and Engineering, Materials Research Science and Engineering, Materials for Bioengineering, or Scientific Computing at Harvard University next summer. Your input is a valuable part of our selection process.

Please describe your relationship with the student: whether you have taught him or her in a lecture class, in independent study, in a laboratory course, through a research project, or have interacted with the student in some other manner. We would appreciate information you can provide on his/her motivation, how quickly s/he learns, written and verbal skills, ability to seek and take advice from others, and how well s/he works in a group and independently. Please also address how you think s/he can benefit from participation in an REU program.

STUDENT: I, the above named student, □ waive / □ do not waive any right of access I might have, as provided by law, to this letter of recommendation.

Student’s Signature ______________________________________ Date __________________

RECOMMENDERS: please sign this form to indicate your awareness of the student’s choice regarding right of access to your letter of recommendation. Please enclose this signed form with your letter.

Recommender’s Signature _______________________________________ Date____________

For the joint REU Programs, we request that letters be sent via one method below:
• Email to Dr. Kathryn Hollar at reu@seas.harvard.edu: plain text in body of email, or as a pdf or word attachment.
• Snail mail to address below:
  Dr. Kathryn Hollar
  Director of Educational Programs
  Harvard School of Engineering & Applied Sciences
  29 Oxford Street
  Cambridge, MA 02138
• Fax to Dr. Kathryn Hollar at 617-812-0760

The deadline for all application materials is February 28.

More information on our joint REU programs can be found at www.eduprograms.seas.harvard.edu/reu.htm.