

# UMTYMP LETTERS OF RECOMMENDATION

(for college/university applications, scholarship applications, job applications, etc.)

## POLICIES:

- STUDENTS must send all requests for letters of recommendation from UMTYMP to itcep@umn.edu. If you have any questions, call the UMTYMP office at (612) 625-2861.
- Please remember that it is a privilege, not a right, to have letters of recommendation written by UMTYMP. We may decline to write a letter on a student's behalf for a variety of reasons.
- UMTYMP instructors consult with each other to write one comprehensive letter of recommendation. You do not need to request letters from multiple UMTYMP instructors.
- Students must waive their right to access letters of recommendation written for them. ITCEP will send letters directly to the school/program you are applying to. Letters will not be released to students or high school administrators.
- Some institutions may make direct requests for information on UMTYMP students. Data privacy laws do not permit us to release information unless we have written authorization from the student. You must submit the Authorization for Release Form.

## STEPS TO TAKE:

- 1) Plan ahead! A good letter of recommendation takes time to write. Requests for letters need to be submitted **at least 2 weeks before they are due.**
- 2) Submit all your information at the same time. It can be submitted in person to the UMTYMP Coordinator, or mailed to:  
MathCEP office, UMTYMP Letters of Recommendation  
Vincent Hall, Room 4  
206 Church Street S.E.  
Minneapolis, MN 55455

### Checklist of Items to Submit:

- Authorization for Release Form** (page 2 of this document)
- Questions for Current/Former UMTYMP Students** (pages 3-4 of this document)
- Addressed Envelopes**  
(We need one for each school/program you are applying to. This ensures that your letter goes to exactly where you want. Envelopes do not need stamps.)
- Any application/recommendation forms sent from the institution you are applying to.**  
(For many schools this may be the "Common Application," but make sure to check with your school. Reminder: You must sign the line on these forms that waives your right to see your letter of recommendation.)
- transcript of non-UMTYMP coursework & grades (optional)
- list of awards, honors, or extra-curricular activities (optional)



### **Letter of Recommendation Questions for Current/Former UMTYMP Students**

Please answer the following questions and return them at least two weeks before the first letter is due. If you've been in our courses for a few years we already know most of this information, and some of it --- such as your instructors --- is in our records, but it's helpful to have everything together on this sheet.

1. What is your name and year of school?
2. What is the letter for? (college/university applications, summer program, REU, etc.)
3. If you are an undergraduate, what is your major? If you are in high school, do you have an anticipated major?
4. Please list which UMTYMP courses you took, along with the years and the instructors – both lecturers and workshop leaders.
5. What math courses have you taken since UMTYMP, if applicable?
6. If you left UMTYMP before finishing Calculus III or graduating from high school, why? (Scheduling conflicts, changing interests, etc.)
7. What are some of your academic accomplishments?

