UCI International Student Excellence Programs

Guidelines for Letters of Recommendation for <u>Active Mentees & Volunteer Leads</u>

In order to secure a letter of recommendation regarding your status as an active Mentee or ISEP Volunteer Lead, you must do the following a **minimum of 3 weeks in advance**:

- Call **AND** e-mail Dr. Zahra Ahmed to notify her that you need a letter of recommendation.

    o Phone number: (949) 824-6776
    o E-mail: ahmedz@uci.edu

- E-mail the following information to Zahra:

    o Overview of the program(s) you are applying for. Include specific name of the university, company, or program the letter is going to.
    o If applying to graduate school, include the specific name of the program you are applying to.

- In your e-mail, please include the following:

    o **Date the letter of recommendation is due.**
    o Process used for submitting the letter (electronic submission, mail hard copy, etc.)

- Create a Word document that includes the following information and attach it to your e-mail:

    o Whether you are an active Mentee or a Lead Volunteer.
    o Bulleted list of qualities, characteristics, and/or skills you would like highlighted in the letter that you feel you've gained by participating in or volunteering with ISEP.
    o List of activities / MFAs / ISEP events that you have completed that allowed you to strengthen the qualities, characteristics, and/or skills mentioned above.
    o Any other examples of when you volunteered with ISEP, times when you assisted your Mentor in planning for MFAs, times when you assisted your Mentor or fellow Mentees, or times when you volunteered to help at ISEP events.
    o <u>Mentees, only</u>: Highlights from your Mentee Action Plan that speak to the goals you set and the skills you developed as a Mentee.

- <u>Mentees, only</u>: Attach a copy of your Mentee Action Plan.

- Attach a copy of your personal statement, resume, and / or any other relevant documentation.

Letters of recommendation require a minimum of 3 weeks to write, so please plan accordingly.

Revised 7/11/16