



# Native American Studies Recommendation Letter Protocol for the NAS Faculty

**EFFECTIVE JANUARY 28, 2009**

1. Student will e-mail instructor inquiring about writing a recommendation letter
2. Instructor will reply to student (accept or decline)
3. If instructor accepts student's reply, the student will turn in the following materials and information to instructor's box (or hand them to instructor) at least six weeks in advance of recommendation letter deadline:
  4. Personal statement of student
  5. Resume (includes, scholarships, honors, related work experience, publications (if applicable), presentations)
  6. Application forms (graduate school, law school, internship program, or scholarship award)
  7. Stamped address envelope
  8. unofficial transcript
9. Instructor will return letter (inside envelope) to student for them to mail or turn in with their application