Instructions for requesting letters of recommendation

1. Please request letters of recommendation well in advance of the deadline and **by 15th December.** It takes me time to write a good letter. If you ask me just a week in advance of the deadline, there may not be sufficient time for me to submit the letter in time.

2. While writing your letter, the more information I have about you and your interactions with me, the more material I have to write a strong letter. If you won an award for one of your essays or participated in some academic competition, let me know. If you don't tell me, it is unlikely I will know.

3. In **one single email** please attach:
   i. Up-to-date CV
   ii. Grade transcripts from past modules at King's
   iii. Current modules taken and any grade you receive on your coursework so far, even if provisional (and it does not appear on your transcript)
   iv. Your interactions with me (you were in my course xxx in academic year yyy).
   v. A document with bullet points with reasons to apply to that specific Programme of study: please tell me in a few lines about your career ambition, specific research interests. If you have any relevant experience (professional or not) related to the Programme you're applying to, mention it (e.g. you have been a research assistant for someone). If you have any other experience that would demonstrate your determination or suitability for the programme you are applying to and would help you get admitted tell me.
   vi. If you have performed poorly on some modules relevant to the Programme you are applying to, please explain that and whether you have done any additional courses/training to make up for it. If you had gaps in education in your CV please say a few words for me to comment on and provide an explanation.
   vii. *If applying for PhD programme*: please send me a copy of your dissertation or at least the abstract of the dissertation and name of supervisor.
   viii. *If applying for MSc in Economics/ MSc Data science or related fields*: tell me what quantitative methods you have used/are using in your dissertation (or other independent work) in details or list your programming skills.

4. Please use **the email object <Recommendation letter: *your full name*>. Use the name with which you are applying to the Programme**. In the body of the email list the universities you are applying to and for which the letter is required and by which date. If the letter is to be sent to a specific person write the name, title and email of that person. Use the same email thread for any correspondence regarding the recommendation letter.

5. If the recommendation letter is not submitted two days before it is due, please send me a reminder using the same email thread that you used for appending the documents.