**Information for Students Requesting a Reference Letter from Dr. Chen**

Thank you for all your hard work in the SHL! I’m generally able to write letters that will be detailed enough to be helpful, for students who have completed a Directed Studies or Honours Thesis in the SHL, and/or have been closely involved in the lab for at least 2 years. If you worked primarily with one of the graduate students/postdocs in the lab, I may ask them to provide input as well.

Please note that I receive quite a few requests for letters, so the more lead time you give me, the more time I will have to write you a detailed letter. One month of advance notice is ideal, especially during peak application season (Oct-Dec). I cannot guarantee that I will be able to accept requests, especially with less than one month of advance notice.

I will need a list of the schools you'll be applying to, plus each of their deadlines and any special instructions for how to submit my letters (e.g., online through a website vs. emailed to them vs. hard copy, and if it needs to be mailed, please specify whether the deadline is a postmark or receive-by deadline). A shared spreadsheet (e.g. using Google Docs, with columns for School, Program Type, Deadline, and Notes/Special Instructions) works well for keeping all of this information together: you can add to it as necessary, and you’ll be able to see my progress as I check off those that I’m done with.

On any paper and online forms, please fill in as much as my information as possible, including my:
- Position: Assistant Professor of Psychology
- Address: 3521-2136 West Mall, Vancouver BC Canada V6T 1Z4
- Phone: 604-822-2549
- Email: frances.chen@psych.ubc.ca
…and so on. Please also provide stamped, pre-addressed envelopes for any schools that require hard copies. (All of this saves me a lot of time, and is much appreciated.)

So that I will have a lot of material to draw from when writing your letter, please also send me:
- your most recent CV and transcript, with your GPA (overall and psychology) calculated
- month & year that you began/finished working in the SHL
- a few sentences about any highlights, from your perspective, of your work in the SHL, and any particular abilities and achievements that you want me to know about
- a few sentences describing what makes you most passionate about pursuing further graduate studies and/or the position you are applying to (can be taken/adapted from your personal statement)
- any additional information that you think could be helpful to me (GRE scores, LSAT scores, etc.)

DO send me a reminder email if you haven’t received a confirmation of a submission by three days before your deadline. I don’t want to accidentally miss a deadline, so don’t hesitate to check in. Good luck!