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 are detailed enough to be helpful, for students who have completed a Directed Studies or Honours Thesis in the SHL. If you worked primarily with one of the grad students or postdocs in the lab, I will ask them to provide detailed input as well. (Therefore, it generally does NOT make sense to ask both me and your grad student/postdoc supervisor for two separate letters; the content would overlap too much).

I receive a large volume of requests for letters. The more lead time you give me, the more time I will have to write you a detailed letter. One month of advance notice (“notice” includes sending me the information specified below) is ideal during peak season (Nov-Jan deadlines). Unless there are truly extenuating circumstances, I do not accept any requests with less than two weeks notice.

Please send me a list schools you'll be applying to, along with deadlines and any special instructions for how to submit my letters (e.g., through a website vs. emailed 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 this: you can add to your list as necessary, and you’ll be able to see my progress. Set permissions so that I can edit the spreadsheet; I’ll mark off the schools I’m done with as I go.

On any paper and online forms, please fill in as much as my information as possible:
  • Position: Associate 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, please send me:
  • a current CV and transcript, with GPA (overall and psychology) calculated
  • month & year that you began/finished working in the SHL
  • list of your roles and responsibilities in the SHL, and any special highlights (for example: “there was a time where I spent an extra 2 hours doing ____/there was a time where I volunteered to fill in on the weekend to ____/there was a time where I came up with a creative solution to a problem with ____”)
  • 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 other information you think could be helpful (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. Good luck!