

Biographical Information Form

The following information should be supplied to faculty members whom you have asked to write a letter of recommendation for you for graduate school. In addition to this information, be sure to supply the professor with a list of schools to whom the letter should be sent; addresses to which it should be sent; the deadline for each school; and the specific degree for which you are applying at each school.

1. Name and current address. (Maiden name if professor knew you by that name).
2. Basis of contact with professor (e.g., courses taken, dates etc.).
3. Academic Achievement: Overall GPA and GPA in major; grades in psychology courses; academic strengths and weaknesses; intellectual goals; how your academic background has prepared you for these goals. Include anything “extra” or unique about your background. GRE scores (if known) would be helpful.
4. Non-academic Background: Information regarding your extracurricular activities, work experience (including volunteer work and internships), sports achievements, community work, political or social involvement, foreign travel, etc. Anything which might seem relevant to providing a more complete picture of your intellectual abilities, your motivation, and your personality.
5. Describe your career goals five and ten years from now.
6. List some reasons why you think you would be able to handle the intellectual and emotional demands of graduate school.
7. What are your plans if you don't get accepted to an appropriate graduate school?