



Department of
Political Science

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4M4

Phone 905.525.9140
Ext. 24741
Fax 905.527-3071
Email polisci@mcmaster.ca
<http://socserv2.socsci.mcmaster.ca/~polisci>

Dr. Netina Tan: Guidelines for Requesting Reference Letters

I am happy to write reference letters for students applying to graduate schools or jobs. Given the competitive graduate admission process and growing student demand for reference letters, prospective applicants who need reference letters from me will need to have attained at least an **A-** standing in my course and forward the required information below, **three weeks** before the application deadline.

I want you to have best chance of success and do not want to miss any deadline. Ideally, you should meet me at least once before application and tell me briefly your aspirations for the graduate program, law school or job. This will give me a better idea of your research goals and allow me to craft a strong reference letter that will make you stand out from the other applicants.

You will need to include the following information in your email:

Checklist	Items
	1) A brief statement on why you want to apply for the particular course/program/job
	2) A brief statement on an interesting or outstanding research project, presentation that you have done in my course
	3) A brief statement on any outstanding work experience, extra-curricular activities, language or computer skills that you have
	4) An unofficial transcript and your GPA
	5) A list of programs, universities and deadlines

If you have any other questions, email or see me at my office hours.

Yours sincerely,

Dr. Netina Tan
Assistant Professor, Political Science Department, McMaster University
KTH Rm 541
Email: netina@mcmaster.ca