**Reference/Recommendation letter information form**

*Supply the completed form (as much as possible) to Dr. Morshed for a reference letter*

**General Information:**

Full name: …

UID: …

Degree type and graduation (obtained or expected): …

Major/Concentration: …

How long do I know you? ….

**Letter related information:**

Letter required by which date? …

How to submit the letter? …

**What is the extent that I know you?**

 ☐ As a student taking a course

 ☐ As a researcher working in my lab

 ☐ As a TA/grader in a course that I taught

**What should be the salutation of the letter?**

 ☐ To whom it may concern

 ☐ Admission committee

 ☐ Selection committee

 ☐ Human resource

 ☐ Other (specify):

**Research in my lab:**

Projects worked on: …

Duration: …

Major achievements: …

Publications based on the work (if any): …

**Attended courses taught by Dr. Morshed**

Course number: …

Course Name: …

Semester: …

Obtained Grade: …

Project title (if applicable):

Course number: …

Course Name: …

Semester: …

Obtained Grade: …

Project title (if applicable):

Course number: …

Course Name: …

Semester: …

Obtained Grade: …

Project title (if applicable):

**TA/Grader in my courses:**

Course number: …

Course Name: …

Semester: …

Course number: …

Course Name: …

Semester: …

Course number: …

Course Name: …

Semester: …

**Other information (write verbatim):**

**Your technical skills (e.g. C programming, PCB design):**

**Projects that you completed (e.g. course projects, capstone project):**

**Your key attributes (e.g. creative, diligent, leadership):**

**Any additional statement(s) you would like me to consider for inclusion:**