

Letter of Recommendation Request Form for Dr. Beane

* you must indicate that you "waive your right" to access the letter on relevant forms

Name:	Overall GPA:
Email:	Major GPA:
Major:	LHC member: <input type="checkbox"/> yes <input type="checkbox"/> no
Minor/2nd Major:	Title of LHC Thesis:
# BIOS courses taken:	Graduation Date:
# CHEM courses taken:	WMU Degree:

Names and Deadlines of the Schools/Programs/Fellowships/Scholarships/Jobs etc. to which you are applying (attach additional sheets if necessary)

Name	Deadline	Additional Forms to Complete?	Electronic Letter?
1)		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
2)		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
3)		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
4)		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
5)		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Graduate School Program of Interest: _____

Medical School Program of Interest: _____

Degree of Interest (M.A., M.S., PhD, MD, DO, DDS, etc.): _____

Research Project(s) in which you have been involved: _____

Honors you have received from the Biology Department or University: _____

Beane BIOS Course	Semester	Year	T.A. Name (If Applicable)	Grade
BIOS 1610 Molecular & Cellular Biology				
BIOS 5750 Stem Cells and Regeneration				
BIOS 5740 Developmental Biology				
BIOS 4990/5991 Independent Research				

- Include the following as attachments to your email:**
- This Completed Form
 - Unofficial Copy of WMU Transcript
 - Resume or Curriculum Vitae (CV)
 - Personal Statement
 - List of sites/companies for which you wish letters sent. If they do not send a separate request email, provide the submission information and deadlines.

Procedure for requesting a letter:

- 1) Send me an email at wendy.beane@wmich.edu requesting a letter of recommendation, with the documents listed at the left as attachments.
- 2) If you do not receive a reply email from me within a week, please email me again. I get a large volume of emails everyday, and it is easy for them to get lost in my inbox.
- 3) Please allow **4-6 weeks** for me to complete your letter. If you do not receive an email from me indicating that your letter has been submitted within 4 weeks, please send me a reminder email.