

Instructions for students requesting a letter of reference Barbara Rossi, Duke University

First of all, please send me an email to fix an appointment time. At that time, please bring the following:

1. your updated cv
2. an updated list of all your grades at Duke University
3. your grades at the previous institution where you had your most recent degree prior to coming to Duke University

Please explain the reasons why you need a letter of reference and which fields you are interested in.

If I accept to write the letter for you, remember that:

1. I need you to apply as soon as possible, as I frequently travel to conferences in early December. So please have everything ready for me a day or so before Thanksgiving.
2. When you fill out online applications, PLEASE ADD MY PERSONAL INFORMATION YOURSELF ON THE ONLINE APPLICATION FORM. Due to the large numbers of letters I have to write, I will not be able to complete your application if my information is missing in the application.
If you are unsure about my personal information, it is here below:

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Thanks! And good luck with your application!

Barbara