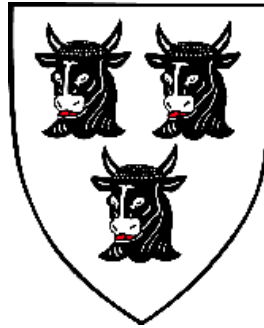


**Trumbull College
Dean's Office**



**PROCEDURES AND POLICIES
FOR REQUESTING LETTERS OF RECOMMENDATION
TO BE SENT FROM TRUMBULL COLLEGE DEAN'S OFFICE**

Your Dossier File - Contents

Your dossier consists of the letters of recommendation that you have asked people to write in support of your application for academic positions and fellowships. Application materials other than the letters of recommendation are not included in the dossier file. It is your responsibility to send these materials (curriculum vitae, application letter, writing sample, Yale College transcript) directly under separate cover.

Processing of Dossier Requests

All requests must be made in writing using the "Request Form." This form should clearly include:

- 1) a list of institutions where the recommendations are to be sent (please include all forms that are provided by those institutions so that we may attach the recommendation to them).
- 2) the names of the recommenders to be sent to each institution (i.e. if one school wants two recommendations, you tell me which two to send. We cannot make that decision for you.)
- 3) stamped, addressed envelopes to the school or institutions (We CANNOT return the recommendations to you).
- 4) deadlines for receipt of these recommendations.
- 5) your signature. This authorizes us to release these confidential documents.

All requests must be accompanied with pre-addressed, typed or neatly printed mailing labels. Dossier requests will be processed within three to five business days. Please note that we can send letters of recommendations only to schools, graduate or professional programs, and NOT to another dossier service such as LSDAS.

Failure to comply with any of these procedures may cause a delay in the mailing of the recommendations.

Please note: If you have graduated from Yale for one or more years, there is a charge of \$5.00 to cover the cost of handling each dossier:

One school, 5 recommendations = \$5.00

Five schools, 1 recommendation = \$25.00

Please make checks payable to Yale University, Yale College Dossier Service.

If you have any questions you may contact us at (203) 432-0722.

Thank you and good luck.

