Request for Mini-Courses Letter of Recommendation/Letter of Participation

Please note that at least a two weeks notice is required for all requests. **No Exceptions.**

All requests must be submitted via fax at 414.229.3490, e-mail at minicourses@uwm.edu, or mail at: UW-Milwaukee
Mini-Courses
PO Box 413
Milwaukee, WI 53201

Student Name ________________________________________________________________

What type of letter would you like? Please check **ONE** box.

- [ ] Letter of Recommendation  **OR**  [ ] Letter of Participation
  (A letter of recommendation is a more personalized letter that will include specific details of the student such as his/her characteristics, school and community involvement, etc.)
  (A letter of participation will **ONLY** include information regarding the student’s participation in the Mini-Courses Program.)

How many copies of the letter would you like? ____________

Who would you like your letter to be addressed to? Please check **ONE** box.

- [ ] *School/Organization Name ___________________________________________
  Attention (Only if applicable) ____________________________
  School/Organization Address ___________________________________________
  ___________________________________________

  **OR**

- [ ] To Whom It May Concern

Who would you like us to mail the letter(s) to? Please check **ONE** box.

- [ ] Please mail the letter(s) to me  **OR**  [ ] Please mail the letter(s) to the school/organization
  (If you chose this option, we will also mail you a copy of the letter(s))

**Only complete the next portion of the form if you are requesting a Letter of Recommendation**

List any awards received: ____________________________

List any in-school activities you are presently involved in: (clubs, athletics, etc.) ____________________________

List any outside of school activities you are presently involved in: (Pre-college programs, volunteer/community work, church, etc.)

List any post-secondary school education and career plans:

Additional comments (anything you want us to include).

_________________________________________________________________________

_________________________________________________________________________

Office Use Only

**MC History** (Please list all semesters that student attended.)

- [ ] SA
- [ ] ACT
- [ ] SEC

**Initial & Date**  Received: ____________________________  Mailed/Sent: ____________________________