

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

Please provide at least a **two weeks'** notice for all requests.

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 _____
- _____

*If you would like a letter sent to more than one school/organization, please attach the additional information to this form.

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: _____