

The Undergraduate Research Experience application must be completed in one sitting and is **due by Monday, March 8, 2021 at 11:59 p.m.** A sample application PDF and the final application submission site can be accessed through the Project RAISE website: [www.fullerton.edu/projectraise](http://www.fullerton.edu/projectraise).

## Items to Prepare

- 1 PDF file containing the following:
  - Current résumé (1<sup>st</sup> page of the PDF)
  - Unofficial transcripts from each college/university you have attended (after the resume)
  - Name the file as follows: College\_LastName\_FirstName (i.e. CSUF\_Titan\_Tuffy)
- Written materials (make sure to have them reviewed to submit the highest quality work)
  - Short Answer Responses (see prompts below)
  - Personal statement (see directions below)
- Contact information for your recommender (first name, last name, title, and e-mail address).  
 Note: Recommender must be a community college professor or counselor. More information about the recommendation process is located on the other side of this document.

## Short Answer Prompts

Please answer the following questions in 150 words or less:

1. We understand that students have a variety of commitments and engage in various activities outside of the classroom. Please discuss your typical involvement in extracurricular activities, family responsibilities, work, and/or community service.
2. What are your expectations of your faculty mentor, your lab mates, and the URE research community during the 8 weeks of the Undergraduate Research Experience? How do you expect to contribute to the lab, team, and URE community?

## Personal Statement

In 500 words or less, your personal statement should describe why you want to participate in the Undergraduate Research Experience, and answer each one of these questions:

- Your short-term and long-term goals.
- How your personal background and experiences have motivated you to pursue these goals.
- The steps you have taken toward achieving your goals. Feel free to include any volunteer activities, class projects, or other experiences that have prepared you for the Undergraduate Research Experience.
- How URE will help you achieve your goals.

## Converting Files to PDF

- Option 1: Print to PDF.
  - Instructions for Windows: <https://www.howtogeek.com/150891/how-to-print-to-pdf-in-windows-4-tips-and-tricks>
  - Instructions for Mac: <http://osxdaily.com/2010/05/21/how-to-print-to-pdf-in-mac-os>
- Option 2: Print out your transcripts and scan them using a printer that allows you to save your scans as PDF.

## Merging PDF Files

- Instructions for Adobe Acrobat: <https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html>
- Digital Trends article: <https://www.digitaltrends.com/computing/how-to-combine-pdf-files/>



# Undergraduate Research Experience Guide to Requesting a Letter of Recommendation

## IDENTIFY THE BEST PERSON TO RECOMMEND YOU

For the Undergraduate Research Experience, your recommendation must come from a community college professor or counselor. Only ask for a recommendation from someone who views your work positively. Recommenders can submit a PDF letter of recommendation or complete the form on the URE website.

Recommenders will need to answer the following questions, so please ensure they know the following about you:

- How long they have known you.
- What they know of your future educational and career plans.
- Your potential for academic success and your strengths and weaknesses.
- Your qualifications and merits for conducting research and solving problems as part of a team. Why you may be a good fit to participate in the Undergraduate Research Experience.

## REQUESTING A LETTER OF RECOMMENDATION AND FOLLOWING UP IS AS EASY AS 1-2-3!

1. **One** month before the deadline (or earlier): request the recommendation and share your materials
2. **Two** weeks before the deadline: follow-up with your recommender
3. **Three** days before the deadline: confirm that the recommendation was/will be submitted!

## REQUEST YOUR RECOMMENDATION

If possible, take the time to ask for your recommendation in person. Ask the individual directly, “Can you write me a strong, detailed letter of recommendation for the Undergraduate Research Experience?”

**We strongly encourage you to request the recommendation for URE21 at least one month before the deadline of Wednesday, March 10, 2021.** If it is less than one month before the deadline, make sure to have a conversation with the recommender as soon as possible and explain the situation as well as you can so they can write a strong letter in the time they have available.

## PROVIDE INFORMATION

Whether you requested the recommendation in person or by email, make sure to provide as much information about the request as possible. You should email your recommender with the following, so they can write you a strong recommendation:

- Your campus ID number
- Your resume
- Your personal statement
- An outline of your education and career goals
- Information about URE and **instructions on how to submit the recommendation**

## FOLLOW-UP

Follow-up with your recommender to ensure that your recommendation is submitted. It is your responsibility to make sure all application components are submitted on time. We suggest the following:

- Two weeks before the deadline (by Wednesday, February 24, 2021): Follow-up and ask your recommender if they have any questions about you or the opportunity and remind them of the deadline and link to submit the recommendation.
- Three days before the deadline (by Friday, March 5, 2021): Follow-up to remind them of the deadline and link, thank them for agreeing to submit a recommendation on your behalf, and ask if your recommendation has been submitted.
- After submission: Remember to thank the individual who submitted your recommendation for the Undergraduate Research Experience! An emailed thank you is always appreciated. Please keep your recommender updated with any URE decisions – recommenders like to know what happens after they write a letter.

## RECOMMENDATION SUBMISSION

Make it as easy as possible for your recommender to submit the letter of recommendation and clarify the deadline for submission. The letter of recommendation for the Undergraduate Research Experience must be submitted online at

<https://tinyurl.com/urerec> by **Wednesday, March 10, 2021, at 11:55 p.m.**