

## **Rules about Writing a Letter of Recommendation**

If you are an undergraduate student and are approaching me to provide a letter of recommendation for you, I would be happy to serve as a recommendation writer if you meet the following requirements:

1. You must have taken at least one class with me (more than one is preferred) or have conducted independent study/ thesis, etc. Note that I am hesitant to provide recommendations for students who have completed **only large introductory classes** with me (e.g. 1080). In these cases, I would recommend to reach out to other faculty who have taught you in smaller classes and can speak more directly and in detail about your skills and scholarly potential. I may agree to write a letter in my capacity as Director of Undergraduate Studies even if you have completed only a large introductory class or haven't taken any of my classes but you should keep in mind that, in this case, I cannot speak directly about your performance in the classroom.
2. You must have a 3.25 or higher GPA in the major. Also, you must be in good academic standing; you must have shown commitment to your studies, the discipline, and should have a proven record of collegiality and academic excellence.
3. Please, note I reserve the right to turn down a request for a letter of recommendations even if you formally meet the requirements listed above. I will let you know if I am physically unable to provide a letter because of other commitments.
4. If you email me and don't hear from me within a week with a response whether I agree to serve as a recommendation writer, please consider that I have turned down your request and look for another recommendation writer.

If I have agreed to write a recommendation, please keep in mind the following:

1. I will need your most up-to-date CV that includes extracurricular activities and other relevant experience in and out of the classroom. If you can include a printout of your most recent degree audit (pdf document), that would be helpful.

Alternatively, you can email me your UCID or M number and I will pull the audit for you.

2. Email me description of the position, fellowship, or academic program, etc. for which you need the recommendation so I can customize my letter to address their expectations and requirements. If applying to Law School, please use the Law School Admission Council (LSAC) online application. Below is my LSAC account identifying information:

### My Account

[\(Edit My Account\)](#)

**Identifying Information**

Prefix  
**Dr.**

First (given) name  
**Ivan**

Middle name/initial  
**Dinev**

Last (family) name  
**Ivanov**

Suffix

Professional title  
**Director of Undergraduate Studies**

Organization  
**University of Cincinnati**

E-mail address [\(Edit\)](#)  
**IVAN.IVANOV@UC.EDU**

3. Email me current draft of your application letter, essay or statement. Law School applicants should include latest draft of their essay/ personal statement. The personal statement is a very important component of your application and should outline why you are pursuing this position (fellowship, academic program, etc.); it also must include an explanation why and how you plan to make a difference and/ or impact positively various communities and societies (e.g. the US and world society). If you have questions or concerns about these, please check the undergraduate handbook and/ or meet with me for further details.

4. Please, plan ahead and give me at least TWO weeks (14 calendar days) between the date when you send me these documents and the due date for the letter of recommendation.

As always, feel free to email me at [ivanovid@ucmail.uc.edu](mailto:ivanovid@ucmail.uc.edu) if you have any questions, comments or concerns. I would be happy to meet with you in person during my office hours to discuss details of your application.

-- Dr. Ivanov