



TEXAS TECH UNIVERSITY
Honors College™

Recommendation Guide

Please note: *Letters from teachers who have taught you are preferred.*

To the Applicant

Please provide this information to the recommender. It should be included in their letter so that the recommendation can be attached to the appropriate application file.

Student Name

Texas Tech ID # (R Number)

Home Address

City, State and Zip

Please indicate whether or not you choose waive the right to view the recommendation letter.

To the Recommender

The student providing you with this form is applying to the Texas Tech University Honors Program. Academic performance, SAT and/or ACT test scores, high school extracurricular activities, essays, and letters of recommendation are the basis upon which admissions decisions are based. All elements must be received for the applicant to be considered.

Please email your letter, including the information the student provided above to honors@ttu.edu. The email needs to come from an official school or institution email address. If you need additional information, please do not hesitate to call us at (806) 742-1828 or email us at honors@ttu.edu. Your help and candor are very much appreciated. You may want to keep a copy of this recommendation for your files.

Please include the following information in your recommendation:

- Preferred Title (Dr., Mr., Ms., Etc.) and Full Name
- Occupation
- Email
- Address
- School Phone
- City, State and Zip
- Courses in which you have taught this student

Please evaluate the student in each category listed here, commenting on strengths, weaknesses, and scholarship potential. Feel free to add to the specific items suggested and to omit any about which you have inadequate information.

- Oral and written expression: clarity, self-confidence, frequency of classroom participation, skill in argumentation, style.
- Reasoning ability: Thinks logically, works out problems, reflects on issues.
- Participation and leadership: classroom, school, community.
- General sense of responsibility: completion of requirements; independent projects, independent pursuit of interests, inquisitiveness, diligence factor.
- Additional comments: Overall reactions to student.