FAQ – Requesting a Letter of Recommendation from Prof. Falcón

Below are some requirements and guidelines regarding student requests for letters of recommendation. Please follow this process to avoid miscommunication or delays in my submitting the best letter possible for your application.

Will you write me a letter?
As a general rule, I write letters of recommendation for students who have received an A- or higher in my class. I do assess requests on a case-by-case basis however; but if you received lower than a “B” in my course, I will likely not agree to write you a letter.

How much time do you need?
I require four weeks advance notice to write letters. If you do not have all of your materials assembled four weeks before the deadline, then please just send me an email informing me of your requests and when I can expect your materials. Ideally, the materials should be in my possession about 21 days prior to the deadline to ensure timely submission.

What materials are required?
Having all of your materials together will require some advanced planning on your part. Please bring or send me the following materials in an envelope at the same time.

1. A table that contains the program(s) to which you’re applying, deadlines in bold, and address of where the letter should be sent.
2. A draft of your entire application(s). I am particularly interested in materials, which tell me about why you’re applying to the program(s) and what you hope to gain from admission to the program(s).
3. Photocopies of papers you’ve written for my class, including my comments (or the TA’s comments).
4. Copy of your college transcript (unofficial copy is acceptable).
5. A short description of your activities outside of class, including your extracurricular activities, including volunteer work, scholarly and community achievements, and other work employment.
6. Documentation verifying that you have waived your rights to view the letter. I only write letters in which you my letter is kept confidential. If keeping the letter confidential is not an option, then please contact me so we can discuss your case.
7. Either stamps or stamped envelopes with the deadlines written lightly in pencil in the corner.

Again, it’s absolutely essential that all required materials arrive together, in hard copy. If you do not receive an email confirmation from me regarding my receipt of your materials, then please contact me ASAP.
What contact information should I note?
Often times, letter of recommendation forms require my contact information. Please complete this portion of the form before you send me your materials.
Name: Sylvanna M. Falcón
Title: Assistant Professor
Department: Latin American and Latino Studies
University: University of California, Santa Cruz
Address: Merrill Faculty Services, 1156 High Street, Santa Cruz, CA 95064
Phone: 831-459-3232
Email: smfalcon@ucsc.edu

How will I know you sent my letter?
As a general rule, I’ll email to let you know once I have mailed your letter. If it is close to the deadline and you have not heard from me, then please contact me at once to inquire on the status of your letter.

What should I do once I’ve sent Prof. Falcón the required materials?
I advise you to send me friendly reminders about the deadlines until I have confirmed the letters have been sent. Reminders should be sent to me every seven to ten days. I can be reached at smfalcon@ucsc.edu.

Thank you!!