Ask for internship recommendations as early as possible. Each faculty member is asked to write a significant number of letters and a good lead time is greatly appreciated.

For February application dates, ask before the semester break.

For September application dates, try to ask before summer break.

For internships participating in DICAS:
You will be asked to provide names, titles and e-mail contact for each person you have asked to write a recommendation letter. Those individuals will receive (via e-mail) a user name and password to log onto DICAS to enter their letter directly into the system.

Provide the following to the individuals you have asked to write letters:

1. Names and titles for the directors of each program so they can address the letters appropriately.
2. Specific information or focus of the internship
3. Information about yourself
     1. Résumé
     2. Draft of personal statement, professional goals from your portfolio
     3. Unofficial transcripts
4. A copy of the recommendation form or link to the form to help them write the letter before submitting it online
5. **Clearly let them know your personal deadline.**

For internships not participating in DICAS
You will need a paper copy of recommendation letters for programs not participating in DICAS. You will collect your recommendation letters in sealed envelopes and send all three in together with the rest of your application materials.

Provide the following to the individuals you have asked to write letters:

1. Names, titles, and addresses for the directors of each program so they can address the letters appropriately.
2. Addressed mailing labels for each DI Director. The person writing your recommendation letter can affix these labels to official envelopes from their organization.
3. Signed waiver on first page of recommendation form
4. Specific information or focus of the internship
6. Information about yourself
     1. Résumé
     2. Draft of personal statement, professional goals from your portfolio
     3. Unofficial transcripts
7. Clearly let them know your personal deadline.