



## Dossier Information

Most institutions require applicants to submit a dossier, which is simply a collection of documents with detailing information about the applicant. The *Graduate Program in Religious Studies* provides graduate students seeking employment with dossier service. Included in GPRS dossiers are the following:

- Cover sheet
- **GPRS Academic Record**
- Three letters of recommendation (up to five)

If you would like for the GPRS to create a dossier for you, please take the following the steps.

- Send a **State of Reference Form** to each of your recommenders. This form requests that letters of recommendation be sent directly to the GPRS department. *Keep in mind that it will take some time after you send the form to recommenders before letters will actually be send to the GPRS office.* You can print the Statement of Reference Form from the GPRS website or pick-up at GPRS office.
- Request a copy of your **GPRS Academic Record** in order to verify that all of your academic information is correct and report any discrepancies.

As an applicant you are responsible for filling out the application and creating your curriculum vitae (CV). Should a transcript be required as well, you will need to request one from the registrar's office.

It is your responsibility to ensure that your dossier is complete. If you are unsure about the status of your dossier, please verify with the administrator. Once your dossier is complete we will send to potential employers at your request. When requesting the submission of your dossier, please provide the following information:

- Contact information including:
  - the institution name
  - contact person
  - application deadline.
- Specify which type of delivery is preferred - email or standard mail.
- Give at least a one week notice when requesting that your dossier be sent to potential employers.

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