

Reference Letter Policy

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I am always happy to support my students and write reference letters for those who have taken my course or have engaged with me in other academic contexts. However, in order to provide the most accurate and effective letters, I have established the following guidelines:

Eligibility

I will write reference letters for students who have taken my course or have had other significant academic interactions with me. This could include research projects, thesis supervision, or other academic activities.

I am committed to writing **honest** and **personalized** reference letters. My goal is to accurately reflect your strengths, achievements, and potential, based on my interactions with you. However, please keep in mind that, as the reference letter is only based on our limited interactions, it may not be perfectly accurate, or "objective", but rather a reflection of my personal evaluations.

Information Required

Before you formally request a reference letter, please schedule a meeting with me to discuss your needs and goals. This will help ensure that I am able to provide a letter that best supports your application.

During our meeting, please be prepared to provide the following information:

- The purpose of the reference letter (e.g., graduate school, job application, scholarship).
- Details about the program, position, or opportunity you are applying for.
- Your resume or CV.
- Any specific achievements or experiences you would like me to highlight.
- Relevant deadlines and submission details.

Confidentiality

All information shared with me for the purpose of writing a reference letter will be treated with the utmost confidentiality.

Timeline

Please give me at least two weeks' notice before the letter is due. This will allow me enough time to write a thoughtful and comprehensive letter. If you need additional letters for different applications, please follow the same procedure for each new request.