

Reference instructions.

References

1. Please fill the attached form and send it back to me together with
 - a. CV,
 - b. a copy of most recent official transcript,
 - c. a most recent unofficial transcript (if different),
 - d. the deadline for your first application,
 - e. possibly, other relevant documents. If you want to send me a writing sample, remember that most likely I won't have time or ability to read it. The only exception would be a writing project that is a piece of original research that you did in economics. Most students do not have anything like that. In particular, please do not send me class papers that you submitted as a part of requirements for your grade, unless there is something truly exceptional/original about them.
2. I may want to meet with you for 20 min. I will get back to you if I do. If you apply for PhD, I would like to meet with you – in such a case, please remind me to schedule a time.
3. My references typically describe the following:
 - a. the grade and the rank in EC0326 (or other courses that I taught you, like Micro I),
 - b. the role that courses ECO326, 327, and 374/5 for our department (that they are the three most challenging courses),
 - c. I will comment on grades in the other two courses,
 - d. I will comment on your math (grades and courses),
 - e. I will express my opinion whether you are likely, on the edge, or not likely to be admitted to our MA program (this information is valuable for some other schools). I need to think about my opinion, compare your situation with other students, and I won't be able to tell you what it is during our meeting.
 - f. I will include any additional and relevant information that I have about you. Not too much though -in my experience, the admission committees prefer short letters

I emphasize, if I agree to write you a letter, the letter will accurately reflect my opinion about your grades. **I do not guarantee that the letter will be good!** Think about whether you want the above information to be contained in your letter. You have a choice whom to ask for the letter – use it wisely!

Submitting applications

4. I would prefer not to submit more than 10 applications. If you plan to submit more, ask me about it.
5. As long as it is possible, I would like you to finish starting all applications at the same time. In this way, I will be able to fill your applications at the same time, which saves me lots of effort (typically, the programs ask me for the letters and answers to many questions).
6. **VERY IMPORTANT!** When you fill the contact information for the recommenders, fill every single detail that you can. **DO NOT LEAVE ANY SPACE BLANK.** That includes information about my title, department, university, address of the university, phone number, country, etc. Double check the spelling. When you don't provide this information, I will have to do it when I fill your application. Given that I fill on average 200-300 applications every year, you could imagine how much time I spend filling empty fields about my personal details.

You can treat my request as a favour to me, in return for the favour of writing your letter and filling your application. However, if you need better incentives, take this into account. **If I notice that you don't fill all the information about me that I asked you to, I may refuse to submit any further applications.**

7. It pains me to say it, but please do not use Polish characters when you write my last name (unfortunately, it creates problems for some websites). Simply write "Peski".
8. When you provide my contact information, use the official marcin.peski@utoronto.ca address.
9. I will try to submit your letters in a timely fashion, but not necessarily immediately after I receive the link (see comment above about submitting all applications at the same time). Whenever I submit the letter, I will let you know in an email. Double check whether the program received my recommendation (it happened to me in the past, that I thought that did everything, but then it turned out that I forgot to press some final submit button.)
10. Keep track of all the deadlines. If the deadline is approaching, (say 3-4 days to go), and the program still haven't received my recommendation, send me a reminder (and keep doing it until I submit your letter).

After applications

11. Some time in April, I will send a follow-up email, asking about what happened. I would like to know where you applied, which programs accepted you, and which program you chose. I would like to use this information to better advise future students.
12. Good luck!