

CREATING A DOSSIER

Responsibilities of the Student:

The following information should be submitted to PatB at (pattyb@princeton.edu) in order to complete your dossier.

1. **Placement Release File Form.** Must be completed and signed by the student. The form is located online at:
http://www.princeton.edu/religion/graduate/forms/Placement_Record0001.pdf
Hard copies are also available in Rm. 149. (This form is attached to every dossier that is sent.)

2. **Transcript** – review for accuracy. Proofread transcript after received from the Registrar's office. Currently enrolled students can access the following web site to order their transcripts:
<http://registrar.princeton.edu/student-services/transcript>

3. **Recommendation Letters** – average is 3 to 5 letters. Recommendation letters from outside the department should be sent to Pat Bogdziewicz, Department of Religion, Princeton University, 1879 Hall, Rm. 149, Princeton, NJ 08544-1006. Letters should be submitted in two ways: 1) hard copy form; and, 2) a word document sent electronically to:
pattyb@princeton.edu

4. **Address Labels – Instructions for Students** – type up addresses in a word document using label template #8163 and send as an attachment to pattyb@princeton.edu. Do not forget to give deadline dates.

Note: A 2 week notice prior to the deadline is greatly appreciated—out of the ordinary circumstances are understandable and will try to be honored.

Good Luck! -- PatB.

Revised: 9/19/2011