

How to Ask for an Endorsement Tip Sheet

If you're applying for research opportunities like the **Undergraduate Research Award (URA)**, scholarships or graduate programs, you may need a faculty endorsement or reference. This step-by-step guide will support you through this process.

Before You Email

Often the best way to reach out to a Professor and/or Faculty Member is through email.

1. Before you email, make sure you understand the project requirements. Know exactly what is needed to apply, e.g Letter of Intent (LOI), form, short statement, etc.

2. Choose the right supervisor who you can thrive alongside. Select/ apply for someone who:

- Is a Professor whose course you did well in
- Is a Research/ Project Supervisor
- Is an expert in your field of interest
- Has relatable mentor skills that speak to you

Friendly Tip: Start building strong civil/professional/academic networks/ relationships early on. You can achieve this by attending office hours and participating in class. Make yourself familiar to the potential mentor/Supervisor.

3. Do your research well. Make sure to review their previous projects/research, faculty profile, etc. This will help personalize your application.

4. Reach out early. Faculty members are busy so reach out at least 2 weeks prior to any deadlines and keep in touch.

5. Prepare materials needed for your application. Keep the following updated and ready:

- Resume or CV
- Transcript (required for some projects)
- Draft application (e.g. for forms, etc.)
- Letter of Intent (LOI)/ Statement of Interest

Tips + Guide for the Email

When writing the email:

- Use your Ontario Tech email
- Use a clear subject line, e.g: Request for Endorsement – Undergraduate Research Award (URA)
- Introduce yourself, include:
 - Name
 - Student ID
 - Program
 - Major
 - Year of study
- State your request clearly:
 - What you are applying for
 - Why you chose them as a potential mentor/Supervisor
 - Why this project is important/speaks to you
 - Brief outline of skills and necessary background
- Include the application deadline, so the Faculty member knows when to decide by
- Any attachments, like Resume/CV or Transcript
 - Optional: Include any required submission instructions.
- Keep it short, concise, clear and polite!

Example Email Template

Dear Dr. [Last Name],

My name is [Your Name], [Student Number], and I am currently in my [year] of [program] at Ontario Tech University. I am applying for the [Undergraduate Research Award (URA) program] and was hoping you would consider providing an endorsement for my application.

I took your [course name] in [term/year] and particularly enjoyed [mention project/topic]. I believe your perspective on my academic work would strengthen my application.

The endorsement deadline is [insert date]. I have attached my resume, transcript and a draft of my application for your reference.

Please let me know if you need any additional information or if you would like to schedule a brief meeting to discuss.

Thank you for your time and consideration.

Sincerely,
[Your Full Name], [Student Number]

[Program] [Faculty]

Post Email Steps + Tips

- Follow up if no response after a week
- Send a thank you email when they reply; regardless of outcome

Resources

- [Learn more about Ontario Tech Research](#)
- [View available student research opportunities](#)
- [Read through the Undergraduate Research Awards Resources](#)
- [Follow ORS on Instagram](#) for tips, reminders and research content