

# Department of English Ph.D. Candidate Placement File Request Form

*You must fill out a separate form for each individual mailing.  
Please print the following information.*

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Name

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Date of request

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Application due date

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Date file was mailed (*office use only*)

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Name of hiring institution

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Address of hiring institution

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Additional mailing information

Please include the following documents in this mailing:

- Official copies of all my academic transcripts
- Curriculum Vitae
- Writing sample
- Student evaluations of my teaching
- Statement of teaching philosophy
- Letters of recommendation
- Other (please explain in space provided below)