

Tips for Getting Scholarship Recommendations

Scholarship Recommendation Forms are available for completing references. This form is designed to help "application readers" to evaluate all applications in a fair and consistent manner. In most cases, a letter of reference is not necessary.

- Do whatever is possible to help expedite time to complete references. Provide all necessary information. This is the time to be well-prepared and organized!
- Don't ask for a reference at the last minute! Be considerate of the recommending person's time schedule. Ask early!
- Ask for a scholarship recommendation from someone who is familiar with your abilities and skills. Avoid getting references from other students! Follow the instructions of the scholarship criteria!
- At the top of the Scholarship Recommendation Form, type in the information that is required before submitting it to your reference. (The recommending person may be completing references for other applicants. You don't want to cause a delay in receiving your recommendation).
- Submit to the person who is giving the reference a copy of the EVC Scholarship Recommendation Form, the scholarship criteria and (if appropriate) a copy of your personal essay.
- Be sure to ask the person who is completing the recommendation form if he/she needs more information before you leave.
- If you are asking for recommendations for several scholarships from the same person, copies of the original recommendation may be made.
- Clearly state your application deadline; and emphasize that your application packet is not complete without your recommendation form and/or letter.