

## **Tips for Requesting a Recommendation**

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Recommendations must be from/submitted by non-family members who are/were your teacher, professor, counselor, school administrator, academic advisor, or who worked with you in your capacity as a volunteer or an employee.

Remember, the people writing your recommendations are doing you a huge favor so make it as easy as possible for them by being gracious and well organized.

Below are a few tips that might be helpful in completing this process.

- ❖ You should make a formal request for a recommendation either by email, or if possible, in person. Schedule an appointment to request the recommendation and explain what scholarship or award you are applying for. Either way, be sure you ask if they are comfortable doing this, especially if you are required to submit his/her name as a recommender.
- ❖ Make sure you give them enough time to complete the recommendation. It would be best if you can give *at least* two weeks advance notice.
- ❖ Give your recommender as much information as possible, including:
  - Your correct contact information such as your full name as it appears on the application, your address, email and phone number.
  - Explain the procedure for completing the recommendation; provide any forms needed to complete the process or the website with access to these forms; if they will be contacted via email to submit a recommendation on your behalf, give them the heads up that the actual recommendation is completed on-line. Make sure that you confirm their email address.
  - Ask if they would like you to provide them with information about your recent achievements; include things such as your transcripts, your resume, and reminders of your past work with them (e.g. a description of coursework, a copy of an essay or class project, etc.).
- ❖ If the deadline is approaching and you are concerned that your recommender may have forgotten to complete the process, you can gently remind them by asking if they need any more information from you to complete the process.
- ❖ Once your letter has been submitted, be sure to send a thank-you note/email to your recommender.