

Evaluation Forms and/or Recommendation Letters

- To apply for RCCD Scholarships, you are required to submit at least one evaluation or recommendation letter. However, you do not need a *different* evaluation/recommendation for each scholarship application; you may use the same evaluation or recommendation letter for each scholarship application - that way you only need to ask at least one qualified individual to write an evaluation or recommendation for you. However, be sure to carefully read the criteria for specific scholarships as they may require that your recommendation letter be completed by instructors within your major. You may also want to ask a second or third person for an evaluation or recommendation as an additional recommendation.
- An Evaluation Form is available on this website. The person you ask for an evaluation for your scholarship application may use this form, or they may choose to write a recommendation in letter style.
- It is your responsibility that the evaluations and/or recommendation letters are submitted with your other application materials, on or before the deadline of Thursday, March 1, 2012, 4:00 pm.
- **Who should you ask for a scholarship evaluation or recommendation letter?**
The Evaluation Form or Recommendation Letter should be completed by an individual who can attest to your current academic strength and potential for success. The best sources are:
 - Instructors who teach classes within your major and for which you have done excellent work
 - Employers if you are currently working in your chosen field.
- Other recommended sources are other instructors (outside your major), academic advisors, counselors, employers (even if outside your chosen field), clergy or other known members of the community. Be sure to ask for evaluations and recommendation letters from sources that you know will write favorable things about you. A parent, relative, or other student are poor sources for scholarship evaluations and will not be considered as valid recommendations.
- Please ask for evaluations and/or recommendation letters politely and early enough to allow your evaluator plenty of time for the evaluation to be completed and submitted before the deadline. Sometimes, evaluators may request more information about you in order to get to know you better and write a more personal evaluation or recommendation letter. In this case, you may want to give them a copy of your personal essay and/or an activities/achievement resume as a source of additional personal information.
- Don't be afraid to approach any of your Instructors or Counselors about writing an evaluation or recommendation letter. Most Instructors or Counselors are aware that students will be asking for evaluations and many have written them in previous years. Just remember to give them plenty of time and not wait until the last minute. You may need to follow-up and remind them about two or three weeks before the scholarship deadline if you have not yet received the evaluation you previously requested. Be aware, however, that faculty members also have the right to decline writing an evaluation or recommendation for any reason.