Scholarship Recommendations

- To apply for RCCD Scholarships, you are required to submit at least one recommendation letter. However, you do not need a different recommendation for each scholarship application; you may use the same letter for each scholarship application - that way you only need to ask at least one individual to write a 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 a letter as a back-up or an additional recommendation especially if the scholarship requires a recommendation from a specific person (this will be mentioned in the scholarship description).

- You will need to ask the person from which you are requesting a recommendation for their email address. They will then receive an email from the scholarship application system. They will submit the recommendation via email directly to your scholarship application. You will not be able to view the recommendation; however you will be able to see that it has been submitted to your application. Only the scholarship screening committee will be able to view the recommendations.

- It is your responsibility that the recommendations letters are submitted on or before the deadline of Friday, March 28, 2014.

- **Who should you ask for a scholarship evaluation or recommendation letter?**
  - The Recommendation Letters should be completed by individuals 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 possible 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 recommendations 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 references.

- Please ask for recommendation letters politely and early enough to allow them plenty of time for the recommendation to be completed and submitted before the deadline. Sometimes, the person you ask for a recommendation may request more information about you in order to get to know you better and write a more personal 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 about writing a recommendation letter. The RCCD Faculty is aware that students will be asking for recommendations; many have written them in previous years. They will also be sent guidelines regarding how to submit the recommendations. 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 it has not been submitted. **Important:** Please note that the Scholarship deadline is after the fall semester, and faculty members may not be available for contact after the last day of fall semester. Be aware that faculty members also have the right to decline writing a recommendation for any reason.