The deadline for the applicant to submit your recommendation along with other application materials is January 15, 2016. Please return your completed recommendation to the applicant in time to comply with this deadline.

If you want to ensure confidentiality of your comments, please seal the recommendation in an envelope, and sign your name across the flap before returning it to the applicant.

If for any reason you are not able to comply with the student’s request, please notify the applicant at once so (s)he can obtain another recommendation.

The University Scholarship Program is designed to provide tangible encouragement and public recognition to students who have demonstrated academic excellence. The program is supported by generous contributions from individuals, organizations, corporations, and foundations. Scholarships range from $250 to $5,000 per academic year. Awards are announced by May for the following academic year. About 200 applicants receive scholarships.

Return your original recommendation to the applicant. Please sign and date your letter, and identifying letterhead is preferred. Address any of the following you can meaningfully discuss: the applicant’s scholarly qualities; campus and community achievements and honors; relevant work experience; a plan for attaining educational and career goals; and promise of future contributions. Please be as specific as possible. Your reference is absolutely vital in the final evaluation of this student.

Positive qualities related to the applicant’s intellectual and imaginative life – such as curiosity and creativity, clarity of communication, breadth of perspective, capacity for hard work are given more weight than those that are merely commendable such as neatness, charm, humor, promptness, etc.

The primary criterion for awards from the University Scholarship Program is outstanding scholarship rather than financial need. For this reason, comments regarding need are not necessary. Please limit your remarks to one page.

Please call the Scholarship Coordinator at (707)664-2261 if you have any questions.