Indiana University Southeast Presents:

How to Submit A Scholarship Recommendation
(In four easy steps!)
How to Submit
A Scholarship Recommendation

Step One:
You will receive an Email that a student has requested that you write a letter of recommendation of their behalf.

Click the “Recommendation Page” link at the bottom of the email to open a window on the internet.

Note: You will need the username and password provided in the email to enter it into the window that pops up.

Note: If you have any questions for the student who wants the recommendation, email the student. Do not reply to the email that was sent. Replying to the email that was sent will send it back to the IUS Financial Aid Office.
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Step Two:
Enter the username and password provided in the email that was sent to you.

A new window appears that allows you to upload a document.
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Step Three:
Type a recommendation letter that suits the student and pertains to the subject for the letter.

Helpful Tip:
Letters of recommendation typically follow this basic outline:

1. A salutation, such as “Dear selection committee.”
2. An introduction, in which the relationship between the writer and the student is made clear.
3. A Body paragraph, in which the writer outlines the reason that the student should be considered for the scholarship
4. A summary, in which all the points above are reiterated and words of thanks for consideration are utilized
5. A signature, along with contact information
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Step Four:
Upload your recommendation by clicking the BROWSE button, finding your document, clicking OPEN and clicking SUBMIT.
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CONGRATULATIONS!!!
YOUR RECOMMENDATION HAS BEEN SUBMITTED!