## GUIDANCE FOR RECOMMENDERS

Recommenders play an important part in the application process. Your letter helps provide a broader understanding of the applicant, *shining a light on how remarkable they are* in ways they might not even see in themselves.

### Key Information

- The letter of recommendation must be submitted by the application deadline. There are no exceptions.
- **APIA Scholars** only accepts letters submitted online through our portal.
- An application is considered incomplete without a letter of recommendation.
- Make sure you give the applicant the email address you prefer to use on the APIA Scholars portal.

Please inform the applicant ASAP if:

- You are unable to provide a letter by the deadline
- You feel you cannot write a strong letter for the applicant
- You are not able to submit a letter online
- Any other reason you may be unable to submit a letter

It is okay to politely decline a request to write a letter. If able, suggest who might be a better fit.

### Submission Process

- All applications and recommendations are hosted on our portal.
- The applicant will input your name and email address in their application. They do not have to submit their application before they send a recommendation request.
- You will receive an automated email from programs@portal.apiasf.org, instructing you to create a portal account.
- Your portal dashboard will show which applications you need to submit letters for.
- You only need to create one account, no matter how many letters you might submit.
- You may edit your letter as many times as needed before the deadline.
- Click Submit once you have finalized your letter.
- You and the applicant will receive an email notification when the letter is submitted.

### Helpful Tips

- Don’t be afraid to request a conversation with the applicant to learn more about them and their goals and passions.
- Ask the applicant if they are comfortable sharing their essay responses with you. It may help you find different experiences to highlight.
- Learn about our organization, the scholarship, its mission and vision, and tailor your letter to the scholarship.
- Educate the reader on the applicant’s commitment to their community, however it may be defined.
- Describe any times you saw the applicant display leadership characteristics, or how they handled a challenge or obstacle.
- Discuss what this scholarship would mean to the applicant, their family, and their community.
- Avoid clichés—many applicants may be hardworking, but what makes this applicant stand out?
- Use specific examples when possible.
- Write openly and compassionately.

apiaScholars thanks you for your commitment in empowering APIA students.

Visit apiascholars.org to learn more.