



# 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 recommendation deadline is either the same as the application deadline, or 24 hours after, depending on the scholarship.**

There are no exceptions made for this.

**APIA Scholars only accepts letters submitted online through the Kaleidoscope platform.**

An application is considered incomplete without a letter of recommendation.

**Make sure you give the applicant the correct email you will use to submit your letter.**

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 (including if you are a relative of the applicant)

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 the Kaleidoscope platform.**

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 [help@mykaleidoscope.com](mailto:help@mykaleidoscope.com) providing you instructions on creating an account and submitting a letter.

You only need to create one account, no matter how many letters you might submit.

Your Kaleidoscope dashboard will show which applications you need to submit letters for.

You can either upload a letter or write a letter in the platform.

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 hard-working, but what makes this applicant stand out?
- Use specific examples when possible.
- **Write openly and compassionately.**

**APIA Scholars thanks you for your commitment in empowering APIA students.**

Visit [apiascholars.org](https://apiascholars.org) to learn more.