



# 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. Recommenders don't need to be instructors or counselors—we welcome letters from **anyone who can speak to the applicant's character**, who isn't a family member or close friend.

## Key Information

The recommendation letter is **optional** for applications. They can choose to either write a 3<sup>rd</sup> essay OR have a recommender submit a letter on their behalf.

The recommendation deadline is **one week before the application deadline**. There are no exceptions made for this.

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

**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.*

## Directions and Tips

We ask recommenders to pick two qualities below and write on how they've seen the applicant exhibit them, based on the recommender's specific relationship with the applicant. Recommenders should also write about anything that makes the applicant stand out to them personally.

**Leadership | Innovation/Creativity |  
Advocacy/Community Involvement |  
Professionalism**

Minimum word count: 200 words

- Don't be afraid to **request a conversation** with the applicant to learn more about them.
- Ask the applicant if they are comfortable sharing their **essay responses** with you. It may help you find different experiences to highlight.
- 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.

## Submission Process

**All applications and recommendations are hosted on the Kaleidoscope platform.**

The applicant will input your name and email address in their application. 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.

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

**Visit [bit.ly/APIAScholars](https://bit.ly/APIAScholars) to learn more.**