**Scholarship Application
Instructor Recommendations**

1. Choose carefully the faculty member you will ask to write a recommendation for you; consider such factors as how you are performing in his/her class’ whether you think he or she will be able to write you a strong, clear effective recommendation; whether that instructor represents a discipline in which you might major, and so on.
2. In a timely manner (i.e. well ahead of the date the recommendation must be received), ask that instructor if he/she would be willing to write this recommendation for you. Make clear to whom it will be addressed and the due date.
3. Ask the instructor if he/she needs any more information about you—information he/she might not know simply because you attend the class: a bit about your background, non-academic activities, academic and/or vocational interests, and so on might give the instructor that extra information that will make the recommendation available in writing—perhaps a one page list—so the instructor may refer to it as he/she prepares your recommendation.
4. Deliver the form and an addressed envelope to the instructor. Type all information. Neatness and a professional look do matter.
5. After you hear whether you received a scholarship, let your recommenders know (Thank You notes are inexpensive). A good recommendation takes time. You need to indicate your appreciation of that both before and after the fact. Instructors will be interested (or they would not have written in the first place) and you may need more recommendations in the future.