



2014 - 2015 Scholarship Letter of Recommendation Form

Directions: Fill out the top portion of this form, have the individual writing your recommendation fill out the bottom portion and attach this completed form to their letter. Complete separate forms for each recommendation and attach the form to any letters submitted. Make sure you specify the name of the scholarship(s) which require this letter of recommendation and which letter of recommendation you are submitting. **A maximum of two letters will be considered and one must be from an academic source.**

Section I. To be completed by the applicant

Student Name _____

Student ID # _____

Date _____

List scholarship(s) that you are applying for, which require this letter: _____

☐ **Letter of Recommendation 1**

☐ **Letter of Recommendation 2**

Under the Family Educational Rights and Privacy Act (FERPA), students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right to review. You have the option of (1) signing the waiver or (2) declining to do so.

☐ **I expressly waive any rights to access this letter of recommendation under FERPA.**

Student Signature: _____ Date: _____

☐ **I do not agree to the waiver above.**

Student Signature: _____ Date: _____

Section II. To be completed by the recommender

The student who has requested a recommendation from you is applying for a UCCS Scholarship. Please include within your letter the extent of your contact with the applicant and opportunities you have had to observe them. We ask that you address your letter to "UCCS Scholarship Selection Committee" as this letter may be used for more than one scholarship. Consider the following suggested points when writing your letter:

- The quality of the applicant's academic or creative achievements, including material not apparent on official transcripts
- The applicant's scholarly or creative potential for advanced and original work
- Aspects of the applicant's personality and character significant to potentially being selected as a UCCS scholarship recipient
- The applicant's special skills and experience where demonstrated in an art, vocation, or profession

Recommender Name: _____ Title: _____

Recommender Signature: _____ Date: _____

Submit this letter on or before the scholarship deadline in person, by mail or email. Postmarks and faxed letters will not be honored. Scanned and emailed letters will be accepted at scholarships@uccs.edu. A confirmation of receipt will be sent within three business days if emailed.

Our mailing address is: Office of Financial Aid, Student Employment and Scholarships
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918