

# INFORMATION FOR STUDENTS

Not all scholarships require recommendations. However, we recommend asking at least two individuals to complete the online recommendation on your behalf.

Many committees will use recommendations to determine whether you are a good fit as a scholarship recipient.

Recommendations are completed online, you or your recommender will not be able to mail or email letters.

## HOW IT WORKS

Recommenders can be counselors, advisors, professors, employers, etc.

Ask for their permission before listing the individual(s) in your application.

Once you've included their name and email, an email invitation to complete the online recommendation will be sent directly to them. Be sure to include their correct information!

You can also send a reminder email as needed by logging back in to Manage Your Recommender Info.

## DIDN'T GET THE EMAIL?

If your recommenders says they did not receive an email, make sure they check their SPAM folder and email security settings.

## NEED MORE HELP?

Contact our office at [Scholars@hawaii.edu](mailto:Scholars@hawaii.edu)

**Don't wait until the last minute! Give recommenders enough time!**