References & Recommendations

STEP-BY-STEP GUIDE ON REFERENCES AND RECOMMENDATIONS USING THE ONLINE STUDENT PROFILE

Scholarship
AMERICA®

Because College Doesn't Happen by Chance ®

How to Add References

- In the Student Center, click on the link "Transcripts / References".
- Once here, click on the button "Add Reference Information."

How to Add References

- A new box will open for you to complete.

- Complete the information, then click "Save".

Requesting a Recommendation

Student Center

My Information

Basic Information
Additional Information
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Test Scores
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Other Financial Awards
Activities
Employment
Parents and Financial Information
Transcripts/References
Essays
Additional Documents

My Scholarships

Find New Scholarships
Scholarship Applications

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My Scholarship News

My Resources

Transcripts/References

Transcript Requests

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

➕ Add Counselor/Registrar Information

Please note: If you want to include additional transcripts from previous schools, please upload them to the additional documents area (unoffical is fine).
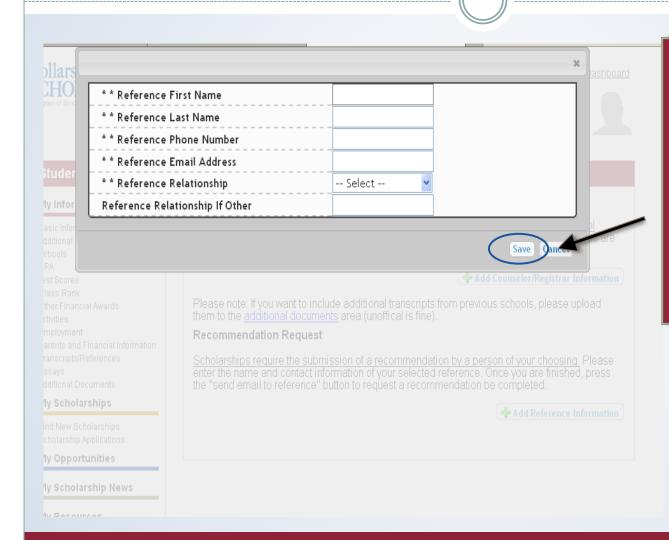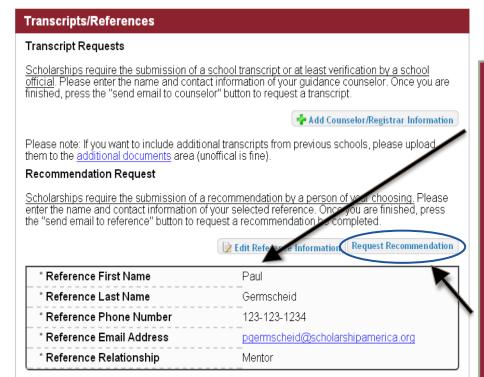
Recommendation Request

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

📝 Edit Reference Information | Request Recommendation

* Reference First Name	Paul
* Reference Last Name	Germscheid
* Reference Phone Number	123-123-1234
* Reference Email Address	pgermscheid@scholarshipamerica.org
* Reference Relationship	Mentor

- The reference you added will now appear on the Transcripts/ References page.

- To send an email to the reference, select the button "Request Recommendation."

Help Ticket | Privacy Policy

Reference Email & Link

From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org]

Sent: Tue 4/3/2012 11:32 AM

To: Paul Germscheid

Cc:

Subject: Another Student requested information for a Scholarship America Application

Paul Germscheid

A student, Test twentysix, has named you as a reference for a Scholarship America. You have been a reference in the past so your account is still open.

Please click on the link below, or copy and paste the URL below in your browser.

Use your current login and password to complete the required information for that student as soon as possible. If you do not remember your password, please click "forgot password".
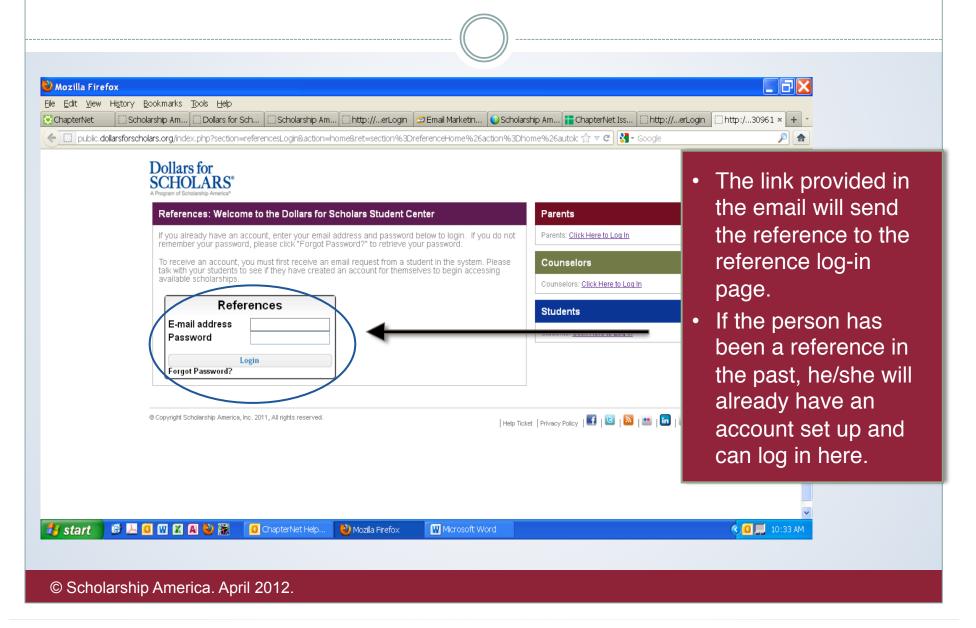
http://public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autologinKey=3f844b7f5c1278838493d646d0e734e2.5.c1e58661d1dc78a6d4e1a1d460f21be7.1419874335

- The reference will now receive an email with instructions. (If you did not receive this email, please check your spam folder.)

- The reference must click on the link provided in the email in order to submit the proper information.

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Reference Log-in Page

- The link provided in the email will send the reference to the reference log-in page.

- If the person has been a reference in the past, he/she will already have an account set up and can log in here.

Adding a Recommendation

Upon logging in, to add a recommendation, select the "Add Recommendation" button at the button.

Submitting a Recommendation

- Enter the information using the drop down boxes.

- Be sure to scroll down to ensure that all questions are answered.

- Add any additional comments. (If you have a letter already prepared for the student, copy and paste it in this box.

Submitting a Recommendation

- After clicking Save, you will be returned to this screen.

- To complete the process, click on "Submit Recommendation" to complete the process.

- After submitting, you will receive a confirmation email.