

## Letter of Recommendation Tips for Non-TU Users

NEW User to TU's scholarship site, please follow the instructions on the link provided in the email request and create an account. Please remember your user name and password for any future requests from this site.

Please click on the link provided in the reference request email and follow the directions to create an account.

### Opportunities

## Welcome!

Thank you for serving as a reference for one of our applicants. In order to proceed, please complete the registration process by setting a password for your account. After creating your account, you will be able to complete your reference requests and view past requests you have completed. You will be able to access the system in the future using the same email address and password you set below.

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**Email Address**

**Password**

Your password must not contain your user name or common words or phrases, and must contain a minimum of 12 characters and include at least 1 digit, 1 uppercase letter, 1 lowercase letter, and 1 of these special characters: # ? ! @ \$ % ^ & \* -

**Confirm Your Password**

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[Create](#)

Click on Begin to upload your letter of recommendation.

The screenshot shows a table with the following columns: Requested By, Status, Requested On, and Action. The table contains one row for 'Doc Tiger Smith' with a status of 'Not Started' and a request date of 'July 21, 2022'. A yellow 'Begin' button is located in the Action column. An arrow points from the text above to this button.

Requested By	Status	Requested On	Action
<b>General Reference Questionnaire</b>			
Doc Tiger Smith	Not Started	July 21, 2022	<a href="#">Begin</a>

Click on Add a New File. Please click the Submit button after your file has been uploaded.

The screenshot shows a form titled 'Describe This Applicant' for 'Doc Tiger Smith'. It contains a text area with the instruction 'Please upload a letter of recommendation for this student.' and a link labeled 'Add a New File'. At the bottom right, there are 'Save' and 'Submit' buttons. Two arrows point from the text above to the 'Add a New File' link and the 'Submit' button.

Doc Tiger Smith

Please upload a letter of reference for the stated applicant.

**Describe This Applicant**

\* Please upload a letter of recommendation for this student.

[Add a New File](#)

Save Submit

The specifications for file uploads are:

- up to 10MB in size
- the file name will only accept the following characters (no periods):
  - a-z
  - A-Z
  - 0-9
  - \_
  - -
- the file name cannot be longer than 512 characters

Google docs are not accepted.

## What to include in your letter of recommendation

Your experience with each student that asks you for a recommendation is likely unique.

Below are some ideas to include in your letter of recommendation:

- An introduction that identifies who you are, your relationship to the student, and how long you have known them
- Your general observations and thoughts about the student's academic strengths, personal qualities, and readiness for college (for freshman students)
- Specific examples that support those observations and thoughts
- A closing that says you are open to being contacted for more information if needed

As an author, make sure you mention the following information:

- The date of writing
- Full name
- Title
- Institution name
- Official address
- City, state, and zip code
- Contact information