



## Letters of Recommendation Guidelines

Thank you for writing a Letter of Recommendation on behalf of a student here at Fullerton College. As we prepare for this scholarship, we want to ensure that you feel supported and prepared to help our students as much as possible.

### Student Expectations and Deadlines:

Every student eligible for this scholarship will be able to submit an application to one of the four scholarship categories: Academic Achievement, Competitive Achievement, Personal Achievement, Service Achievement.

All communication and updates should remain between you and the student you are writing on behalf of. All Letters of Recommendations will be sent back to your student for them to upload into their own application.

- Please note! If you have written a Letter of Recommendation for this scholarship before, this is **different than previous years**. In the past, you would send the letters to the AS email, but unfortunately, we are no longer accepting them using that method.

**All Scholarship Applications are due March 11<sup>th</sup>, 2026, at 5pm.**

### Letter of Recommendation Formatting:

- One page Maximum, downloaded in pdf format only
- Single and Double Spaced is permitted
- Title: **Student's Name (First and Last): Letter of Recommendation**
  - *Example: John Smith: Letter of Recommendation*

### Guidelines/Recommendations:

- Besides the title heading, the students' name **should not** be written throughout the Letter of Recommendation. Using student pronouns is highly recommended in replacement of the student's name to ensure confidentiality.
- Students will need some additional information on your department/title. Please make sure you provide them with that information to complete their application.
- Verify which scholarship category your student is applying to. It is recommended to also include supplementary context that relates to their chosen category.
- When your Letter of Recommendation is complete, please send it in PDF Format to your student **only**. Each student will need to upload their Letters of Recommendations to their own applications.

Please email [jfallon@fullcoll.edu](mailto:jfallon@fullcoll.edu) if you have any questions regarding letters of recommendations or the scholarship application! Thank you!