



UNCF Instruction Guide

How to Submit a Letter of Recommendation

Thank you for agreeing to serve as a reference and write and submit a Letter of Recommendation on behalf of your student for a UNCF scholarship. Letters of Recommendation may not be submitted to UNCF through email, and applicants may not upload them as attachments to their own applications. Applications which require Letters of Recommendation will be rendered “Incomplete” if a reference does not submit their recommendation through UNCF’s online application system by the given deadline.

Letter of Recommendation Submission Instructions:

1. Click or copy/paste this link into your address bar: <http://scholarships.uncf.org>.
2. Click the *Log On or Register* button, which will redirect you to the **Log On** page.
 - a. If you already have a Reference account, log in and advance to **Step 3**.
 - b. If you have not created a Reference account, click *Register* to create one. Once registered, the system will redirect you back to the **Log On** page to log in, then advance to **Step 3**.
3. Click *Go To Your Landing Page* to advance to the **Reference Landing Page**.
4. Under the “Begin a Reference Form” header, click *Start New Form* to search for an applicant by name, name of scholarship, or invitation code. Select *Search for a Student* to advance to the **Student Search** page.
5. Enter 999999999 as the Registration ID, and enter the applicant’s first and last name, then click *Next*.
6. From the list of applicants who match the name you submitted, click *Select This Student* next to the correct name.
 - a. If the correct student is not listed here, click *Student Not Listed* at the bottom of the window. The system will redirect you to search by name of scholarship in **Step 4**.
 - b. If you are unable to locate the applicant, please confirm the correct spelling and name used for the application with your student. If you still cannot locate the applicant, an active application for this student does not exist and you will be unable to proceed.
7. Locate the correct scholarship and click *Select This Program* next to it.
8. Click *Create Reference Form* and follow the remaining steps to write and submit your Letter of Recommendation to complete this applicant’s scholarship application.

Please Note Due to the high number of available UNCF scholarship opportunities and the volume of scholarship applications received, UNCF is unable to accept emailed letters of recommendation or extend recommendation submission deadlines.

For Support If you experience any technical difficulties with creating or accessing your reference account, please contact UNCF Customer Service at 800-331-2244.