

## How to Write a Reference without an Invitation Code

If you are asked to complete a reference form for an applicant, follow the steps below: (Please note, References must create an account on [unconf.org](http://unconf.org) in order to submit a reference form)

- Visit [www.unconf.org](http://www.unconf.org)
- Click “For Students” link, then “Scholarships”
- Search for the scholarship program that the applicant has requested a reference for using the “Search for Scholarship” button at the top right of the page. (Please note: Not all scholarship applications require a reference.)
- Once you are in the Program Description - Click the blue “Write a Reference” button at the top of the page
- Click “Register” to create an account – if you do not have an account. Follow steps to register
- After the account has been created, log in using e-mail address and password
- At the top of the page, to the left of “Welcome”, click “Reference Landing Page”
- On the right-hand side of the page click “Start New Form”
- Click “Search for a Student”
- Enter the student’s Registration ID and, First and Last Name. Registration ID is the students’ 5 digit zip code and last 4 digit of the student’s phone number.
  - If you do not know the registration ID – please enter 999999999
- Select the student and click “Next”
- If the student is NOT listed, select “Student Not Listed” at the bottom right of the page
  - Search for the scholarship program by Name, and select appropriate program
- Select the appropriate reference form
- Complete and submit the form