



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. Letters of Recommendation must be submitted via UNCF's online application system by the given application deadline.

Letter of Recommendation Submission Steps:

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 UNCF Reference account, log in and advance to **Step 3**.
 - b. If you have not created a Reference account, click *Register* to create a Reference account. Once registered, the system will redirect you to the **Log On** page. 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*. Select *Search for a Student* to advance to the **Student Search** page.
5. Enter 999999999 (nine 9s) as the Registration ID, and the applicant's first and last name. Click *Next*.
6. From the list of applicants who match the name you entered, locate the correct name and click *Select This Student*.
 - a. If the correct applicant is not listed, click *Student Not Listed* at the bottom of the window. The system will redirect you to search by the name of the scholarship.
 - b. If you are still unable to locate the applicant, an active application for this student does not exist. You will be unable to proceed until the applicant has started an application for this scholarship.
7. Locate the correct scholarship and click *Select This Program*.
8. Click *Create Reference Form* and follow the remaining steps to complete your Letter of Recommendation.

Due to UNCF's high volume of available scholarship opportunities, we are unable to accept emailed letters of recommendation or extend recommendation submission deadlines.

If you experience any technical difficulties, please contact UNCF Customer Service at 800-331-2244 or scholarships@uncf.org.