Frequently Asked Questions and Tips – 2018 Applications

1. When is the deadline?
    1. Deadline : **Tuesday, January 16, 11:59 pm EST**
2. Recommenders:
    1. **Student:** My recommender hasn't received an invitation code.
        1. **Answer:** Once you have indicated the name, email address and reference type, your recommender will receive an email from scholarships@uncf.org, subj: "you have been invited as a reference…," with an invitation code, their reference type and instructions for submission.
        2. If the reference has not received the above email, try inviting again.
        3. Please note, some school email systems block our messages or enter spam. Try an alternative email address if you continue experiencing difficulties.
3. **Student:** I continue to receive notifications that a reference is needed after I submitted two names already.
    1. **Answer:** If your recommender has not submitted their respective letters, you will continue to receive this notification.
    2. **Answer 2:** If you have duplicate invites of the same recommender, you and your recommender will continue to receive the notification.
4. **Student:** My application is still incomplete.
    1. **Answer:** please check to make sure you have one required letter of recommendation complete.
    2. **Answer 2:** Please check for application errors on the summary tab of your application.

**How do I invite a reference?**

✓ Upon logging onto the application and visiting your landing page, each application is prompted to invite a reference with an alert message.

Alternatively, upon logging on, please visit, "Student Landing Page,"



Please scroll to, *"Your Scholars Applications,"* and click **Details**



Click here to invite

Please remember to invite one reference per category:

1. High School STEM Teacher
2. STEM Program Sponsor or mentor

Application Tips **!**

- ✓ Submit at least two days prior to the deadline!

- ✓ Have a second set of eyes to review your application in addition to the short answer question such as a Guidance Counselor, parent or mentor.

- ✓ The short answer questions are an opportunity for you to share your story and passion with the review committee.

- ✓ Take the time to outline your short answer questions, clearly articulate your thoughts, and ask yourself when it is complete, "Did I clearly answer the question to the best of my ability?"

- ✓ Ensure that your Recommender will write a powerful recommendation on your behalf.