

## **Letters of Recommendation**

PLEASE GIVE YOUR RECOMMENDER PLENTY OF TIME TO WRITE YOUR LETTER OF RECOMMENDATION!

- YOU MUST HAVE TWO LETTERS TO HAVE A COMPLETE APPLICATION AND TO BE CONSIDERED FOR A SCHOLARSHIP
- ONE MUST BE FROM A DVC INSTRUCTOR THE OTHER CAN BE FROM ANOTHER DVC INSTRUCTOR, A SUPERVISOR, OR A MEMBER IN THE COMMUNITY , AS LONG AS IT IS NOT A FAMILY MEMBER.
- PLEASE LET YOUR RECOMMENDERS KNOW THAT YOU WILL BE SENDING THEM A LINK. Once you have entered their names and addresses, the system will automatically send them your request .They will fill out their letter electronically and upload it to your application. You may log in to your application at any time before the deadline date to see if your recommenders have completed their letters. It is your responsibility to ensure the required letters of recommendation are submitted by the deadline.
- It is helpful to provide your recommender with either your resume or personal statement. It is important to recognize your recommender with a thank you note.