

BROOME COMMUNITY COLLEGE
FOUNDATION, INC.

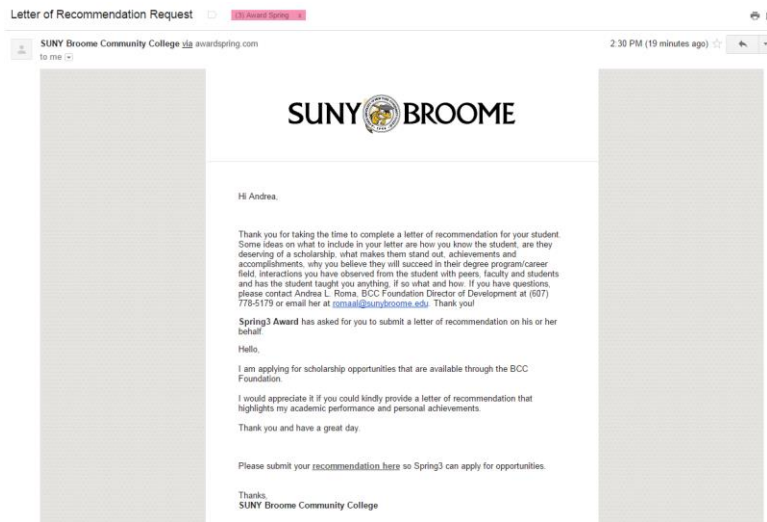


Building a brighter future through your support!

How to Submit a Letter of Recommendation

1. As a recommender you may receive an e-mail from an applicant requesting you to provide them with a Letter of Recommendation to assist them in qualifying for scholarships.

Click the **“recommendation here”** near the bottom of the e-mail to be directed to the Letter of Recommendation portal, where you can type the recommendation in the box provided or upload a letter on behalf of the applicant.



2. You are now able to type a Letter of Recommendation or upload a file to serve as a recommendation. Please note that larger files may take additional loading time.

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3. Once you have completed your recommendation, click the “Submit Recommendation” button. When you see the below screen, it means your recommendation was submitted successfully.

SUNY Broome Community College

Your recommendation letter has been submitted.

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Additional Information:

- **Failure to submit a recommendation letter will result in the student possibly not being qualified for a numbers of scholarships.**
- **There is no need to upload a letter signed by the recommender or has business letterhead. The information within the letter is what is most important to the Scholarship Selection Committees. Using the text box provided to type the letter may be more time efficient. This is only a suggestion.**
- **If you are writing a recommendation letter on behalf of a student and you may be a scholarship application reviewer, please note there is no conflict of interest, as these letters of recommendations are used for ALL of the scholarships.**
- **The deadline for submitting letters of recommendation are one week after the application due date, but please submit them at the earliest convenience to ensure the student is applied to the maximum amount of scholarships they qualified for.**