GUIDELINES FOR LETTERS OF RECOMMENDATION

Fulbright

Student: ____________________________

Major/Minor: ____________________________  Class: ________

The student above has requested a letter of recommendation for the following type of Fulbright Grant:

___________________________________________________________________________________________________________________

Letters of recommendation are due on July 21, 2015 and should be uploaded to the Embark application. We do not need an emailed or hard copy of Fulbright letters, as we can access them online once they have been uploaded.

If you are writing a recommendation for a student applying for an English Teaching Assistant grant (as opposed to a Study/Research grant), you will need to fill out a form in lieu of writing a letter. You should receive a link to the form via email. Recommendations for students applying for Study/Research grants should be letters.

When writing the recommendation, Fulbright asks you to provide concrete evidence to support one or more of the following criteria. Don’t feel that you should address all criteria. It is best to speak to your own experience of the student and his/her work:

Criteria for the Fulbright Academic Grant
• A proposed project that is feasible and has merit
• Strong level of knowledge and potential for future growth in the chosen field
• Ability to carry out research and think and write analytically
• Maturity, motivation, and seriousness of purpose
• Appropriate linguistic preparation and ability to adapt to a different cultural environment
• Likelihood of making a favorable impression as a United States citizen abroad

PLEASE BE SURE THAT YOUR LETTER:
1. Is on official letterhead from your institution (college, school, organization).
2. Has a handwritten signature. If you need a scanned copy of your letter (so that, for instance, you have an electronic copy with a handwritten signature), please contact scholarship.advising@dartmouth.edu and we would be happy to send you one.
3. Is addressed to the specific award committee: “To the Fulbright Selection Committee”
4. Makes clear that you are recommending the student for a the Fulbright award

Fulbright ETA (English Teaching Assistant) Grant
• Once you receive the emailed link to the ETA recommenders form, provide detailed answers to each of the questions asked.

General Guidelines for Strong Fellowship Letters:
• Letters should be 1-2 pages single-spaced in length. These scholarships appreciate longer letters of recommendation that give the sense of the student as an individual.
• Address the student’s academic performance or extracurricular engagements in detail and with examples. This gives a stronger impression and demonstrates personal knowledge of the student.
beyond their grade (the student should indicate what your letter should address, i.e., will your letter be an academic recommendation, leadership skills recommendation, etc.).

- Provide a context in which you know the applicant and for what length of time.
- Situate the applicant’s performance in a larger context of your experience.
- Discuss why the student would be a strong candidate for a specific scholarship (see information below)
- Be candid but not negative. These grant foundations are looking for realistic evaluations of students rather than overly positive hyperbole which may be unfounded or unsupported.

**Weak Fellowship Letters:**

- Too short, too vague, no specific examples for points made
- Generic letters or letters for other purposes (grad school admission, for example)
- Letters that merely summarize information from application
- Letters that focus on courses taken or descriptions of activities/organizations rather than the work that the applicant did within those contexts
- Letters that evaluate the student as mediocre or average or too many negative evaluations

**Do NOT agree to write a letter if:**

- You are not strongly positive in support of the applicant
- You do not feel that you know the applicant well enough or you do not remember enough to provide a good letter
- You do not feel that you are the right person to recommend him/her for the fellowship
- You do not have the time to write it

**If you have further questions about letters of recommendation for these fellowships or if you would like to submit a draft, please contact Jessica Smolin, Scholarship Advisor, 646-6489.**