Student Recommendation Request for Guttman Transfer Scholarship – deadline April 15

Dear [Faculty member name],

[Student name] (EMPLID XXXX) has recently submitted an application for the Guttman Transfer Scholarship. Applicants for this scholarship program are required to obtain a letter of recommendation from a faculty member. The applicant has requested that you serve as their referee.

Established through a gift from the Stella and Charles Guttman Foundation, the program offers $4,000 scholarships for high-achieving students who earn an associate degree from a CUNY community college and transfer to an eligible CUNY senior college. Candidates will be selected by a faculty committee this spring and the first cohort of Guttman Scholars will receive scholarships beginning Fall 2014. For more information about this new scholarship program, please see www.cuny.edu/guttmanscholarship.

We are extremely grateful for your time and input. Your assessment of the applicant is very important to our evaluation of the applicant’s candidacy for a Guttman Transfer Scholarship.

Please write a brief letter of recommendation addressing the following questions:

1. In what capacity and for how long have you known the applicant?
2. Has the applicant worked to his/her full potential while earning an associate degree?
3. Does the applicant take initiative and work well with others?
4. Does the applicant have the ability and motivation to complete a bachelor’s degree?
5. Is there anything else you would like us to know about the applicant?

Be sure to include the student’s full name and EMPLID in your letter, and to sign the letter with your full name and title. (The student’s EMPLID is referenced in the first paragraph of this email.)
Please submit your letter of recommendation by **April 15, 2014**. You may email your letter directly to Erin Croke, Director of Undergraduate Educational Policy at: guttmanscholarship@cuny.edu. For questions, please call 646-664-8090.

Sincerely,

The Guttman Transfer Scholarship team