

Evaluation Forms and/or Reference Letters

- To apply for RCCD Scholarships, you are required to submit two evaluations or reference letters. However, you do not need *different* evaluations for each scholarship application; you may use copies of the same two evaluations or reference letters for each scholarship application - that way you only need to ask at least two individuals to write an evaluation or reference for you. However, be sure to carefully read the criteria for specific scholarships as they may require that your reference letters be completed by instructors within your major.
- The Evaluations and/or References will need to be in an **electronic format** and no more than 5MB. You will be asked to upload it with your online scholarship application. An Evaluation form in electronic format is available on this website. The person you ask for an evaluation for your scholarship application may use this form, or they may choose to write a reference in letter style. Either way, it must come to you in an *electronic format* by email or a memory device. If the evaluation/reference is given to you in hard copy, you will be required to scan it. If you have trouble saving the Evaluation Form to your desktop, it may be due to the version of Adobe you have. You may type the information onto a word document instead. We do not necessarily need the form, just the content. Just be sure the Evaluator includes all contact information on the word document.
- It is your responsibility that the evaluations and/or reference letters are submitted with your other application materials, on or before the deadline of Wednesday, December 2, 2009.
- **Who should you ask for a scholarship evaluation or reference letter?**
The Evaluation Forms or Reference Letters should be completed by individuals who can attest to your current academic strength and potential for success. The best sources are:
 - Instructors who teach classes within your major and for which you have done excellent work
 - Employers if you are currently working in your chosen field.
- Other recommended sources are other instructors (outside your major), academic advisors, counselors, employers (even if outside your chosen field), clergy or other known members of the community. Be sure to ask for evaluations and reference letters from sources that you know will write favorable things about you. A parent, relative, or other student are poor sources for scholarship evaluations and will not be considered as valid references.
- Please ask for evaluations and/or reference letters politely and early enough to allow your evaluator plenty of time for the evaluation to be completed and submitted before the deadline. Sometimes, evaluators may request more information about you in order to get to know you better and write a more personal evaluation or reference letter. In this case, you may want to give them a copy of your personal essay and/or an activities/achievement resume as a source of additional personal information.
- Don't be afraid to approach any of your Instructors about writing an evaluation or reference letter. The RCCD Faculty is aware that students will be asking for evaluations; many have written them in previous years. They will also be sent guidelines regarding how to write evaluations as well as the RCCD Evaluation Form. Just remember to give them plenty of time and not wait until the last minute. You may need to follow-up and remind them about two or three weeks before the scholarship deadline if you have not yet received the evaluation you previously requested.