

## Instructions for CFNIL Scholarship References

Thank you for agreeing to provide a reference for a CFNIL scholarship applicant! References are an important factor our reviewers take into consideration when selecting recipients.

To complete reference forms:

1. The applicant will compose an email to you within the application. Once that email is sent, you will then receive an additional email from CFNIL that will contain the link to the online reference form. Depending on when the applicant submits their application, this could be any time between December 1 and February 1.
2. Click on the link in the email from CFNIL to access the reference form. **You do not need to create an account for the CFNIL web portal.** The link is connected to your email address, so clicking on it will take you to the reference form you have been asked to complete. To see all your reference requests, click the home icon at the top of the page. You'll use the same link anytime you need to access a form.
3. Click on the Applicant Name to access the form. There are two types of forms - **Student Recommendation** and **Academic Verification** – so it's possible that a single student may appear in your list twice if they've asked you to both write a recommendation and verify their academic information.
  - a. **Student Recommendation Forms** have two types of questions. The first asks you to rate the student on a variety of different characteristics, and the second asks you to choose three adjectives that describe the student and explain your choice. You can use up to 2000 characters (about 300 words) in each explanation.
    - There is a second Student Recommendation Form that is unique to the fund to which the applicant is applying. This form will ask about characteristics that are specific to the fund and will ask an open question about the applicant's strengths (only 6 funds require this).
  - b. **Academic Verification Forms** confirm the applicant's high school academic information for current high school seniors. Please provide their grades (both weighted and unweighted) as of first-semester senior year.
4. You can save the form and return to it any time by clicking on the link in the email. When the form is complete, click "Submit" at the bottom of the page. You will not be able to edit the form after this point, and the status will be listed as "Completed" in your Reference List.
5. The deadline to complete reference forms is **February 18, 2020 at 8:00 a.m. If the forms are not completed, the student will not be eligible to receive a scholarship.**

### Notes:

- Please DO NOT use student's names in any of your responses. CFNIL uses a blind review process which allows our committees to remain objective, and even including the first name of an applicant can jeopardize that process.
- No letters or paper forms can be accepted.
- You should only need to complete one of each type of form per student, even if you receive multiple email notifications. If a student has three or more forms showing in your Reference List, please contact the Ciara Stahly at (779) 210-8209 or [cstahly@cfnil.org](mailto:cstahly@cfnil.org)
- If you're expecting a notification email and don't receive it, take the following steps:
  1. Check your spam, clutter, or junk folders.
  2. Contact the student directly, and they can resend the email. If that doesn't resolve the issue, contact Ciara Stahly at 779-210-8209 or [cstahly@cfnil.org](mailto:cstahly@cfnil.org)

**If you have any issues or concerns, please contact Ciara Stahly at 779-210-8209 or [cstahly@cfnil.org](mailto:cstahly@cfnil.org)**

