

THE REFERENCE PROCESS



What is a reference?

Step 1

It is an online form that is filled out by someone else. There are two types of references:

Recommendations

One recommender will be asked to rate you on a variety of different characteristics.

High School Academic Verifier

Your counselor or registrar will provide your most recent academic information.

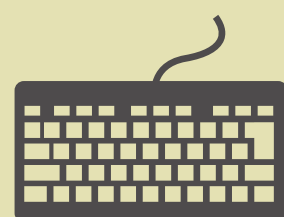
Step 2

Ask Recommender and High School Academic Verifier to be references for you, and inform them they will receive two emails. One will contain a link to the online form.



Step 3

Enter their contact information into your application, and compose an email to them in the application.



Step 4

After you send the email, another email from CFNIL with a link will be sent to your reference.



Step 5

Make sure your references received the email!
If they did not: 1. Ask them to check their spam folder. 2. Ensure you entered their email address correctly.

You can resend the email in the application. If this doesn't work, please contact Ciara Stahly at 779-210-8209

Step 6

Check to see if all your references have completed their forms on your applicant dashboard.



Step 7

**REFERENCE DEADLINE:
February 18, 2020 at 8:00 AM**

QUESTIONS?

Contact Ciara Stahly at
(779) 210-8209 or
cstahly@cfnil.org