Instructions for 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. When the applicant submits his or her application, an email notification will be automatically sent to you. Depending on when the applicant submits on the application, this could be any time between December 1 and February 1.
2. Click on the link in the email 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 your Reference List, which shows all the forms you've been asked to complete. 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.
   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 19 at 8:00 a.m.

Notes:
- Please DO NOT use the students' name in any of your responses. We have 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. Our reviewers can only access applicant information submitted through the web portal.
- You can work on forms as soon as you receive them, but please wait to submit until after the February 1 applicant deadline. Submitting prior to the applicant deadline may result in the form not attaching correctly if the student applies for more than one scholarship.
- 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 CFNIL office at (779) 210-8209.
- 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. They can change email addresses and resend emails through the "References" section of the web portal. CFNIL staff cannot resend emails.

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