

INSTRUCTIONS FOR RECOMMENDERS BRITISH & IRISH SCHOLARSHIPS

To the student: Provide a copy of this form to each person who will recommend you to be nominated by Northwestern for the Rhodes, Marshall, and/or Mitchell Scholarships. You must solicit four letters in support of your application for nomination; if nominated, you may need to solicit more (the Mitchell, for instance, requires five letters, and the Rhodes eight). You should request letters from faculty **four to six weeks** before the internal deadline. By signing below, you authorize your recommender to provide a letter to the Northwestern British Scholarships Committee and to confirm that you will not have access to the letter.

Name _____ Signature _____ Date _____

Dear Colleague:

This student requests your support in his or her bid for Northwestern's nomination to the Rhodes, Marshall, and/or Mitchell Scholarship. To compete for these incomparably rigorous programs, your student requires an exceptionally strong letter. If you do not believe you can provide a detailed and enthusiastic letter, please decline to write; the student will be best served by the chance to seek another letter.

Historically, students have applied to be nominated in September. This year, they will have the opportunity to apply either during Spring Quarter or in September. Thus, we have set two possible internal deadlines: **May 4** or **September 10**. Your student will inform you which cycle he or she has chosen. If you will be away from campus, the Committee can accept letters via email; send to Sara Anson Vaux at scv@northwestern.edu; otherwise, submit hard-copy letters to the Office of Fellowships. Your letter will be reviewed by members of the Northwestern British Scholarships Committee, which consists of senior faculty from across the university; administrators; and the Office of Fellowships.

If your student receives Northwestern's endorsement, you will need to submit your letter to the appropriate national competition. Final letters will be due at the end of September. Your student will contact you with follow-up instructions. Marshall and Mitchell Scholarship letters must be submitted online; an email from the scholarship's online application system will provide you with a login, password, and instructions to upload your letter. (If you have difficulty, the Office of Fellowships can upload a letter on your behalf *for the Marshall Scholarship only*.) If your student is nominated for a Rhodes, he or she will supply you with the Rhodes Scholarship's "Request for Letter of Appraisal," which will instruct you to send **10 copies of your letter directly to the Rhodes District Secretary** (whose address will appear on the "Request" form).

Additional information on writing letters of recommendation appears in the *Office of Fellowships Faculty Companion*, which should be available in your department. If you would like to request a copy or you have other questions, please contact us at fellowships@northwestern.edu or at the number below.

Office of Fellowships
Sara Anson Vaux, *Director*
Stephen Hill, *Associate Director*
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