



# SCHOLARSHIP OFFICE

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## ***Information Sheet for Instructor and Counselor Recommenders General Scholarships***

Dear Counselor or Instructor Recommender:

This template has been given to you by \_\_\_\_\_, a current CCSF student applying for scholarships through the City College of San Francisco Scholarship Office. It is to provide you with the general information you need to write a letter of recommendation for the student. Please discuss any personal information with the student, you may need to write an informative letter. You may request a copy of his or her unofficial transcript, description of goals, personal statement, or other academic information, to help you write your letter.

***The deadline for the 2017 Spring Semester for scholarships is March 17<sup>th</sup>.*** The student should have requested a recommendation and given you this sheet well in advance of that date. The scholarship Office requires the student to submit two (2) letters of recommendation, one of which may be from a counselor and the other from an instructor. Or, a student may submit two letters from instructors. In addition letters must:

- Be on City College letterhead
- Be approximately one page in length
- Be no more than a year old from the date of the scholarship deadline
- Be from a City College of San Francisco instructor or a counselor who knows the student well.

Please be advised that the student is required by the Scholarship Office to see his or her own recommendation letters upon submission of the Scholarship Application, so this is not an entirely confidential letter. If you have questions about the form or content of this recommendation letter, or questions about the scholarship process, please contact Carole Toebe, Chair of the CCSF Scholarship Committee, at [ctoebe@ccsf.edu](mailto:ctoebe@ccsf.edu)

Thank you for working to recommend a deserving student for a scholarship!