

INSTRUCTIONS FOR RECOMMENDERS UNITED KINGDOM AWARDS

CARNEGIE MELLON UNIVERSITY

STUDENTS: Provide a copy of this form to each person who will recommend you to be nominated by Carnegie Mellon for **Rhodes, Marshall, Churchill, Gates Cambridge** and/or **Mitchell Scholarships**.

You must solicit two letters of support for your application for nomination (four if applying to Rhodes) by **April 15**. Please be sure to give faculty adequate time to write a substantive letter.

By signing below, you authorize your recommender to provide a letter to the Carnegie Mellon UK Awards Selection Committee and confirm that you will not have access to the letter.

Name _____ Signature _____ Date _____

Dear Faculty:

This student requests your support in his or her bid for Carnegie Mellon's nomination to the Rhodes, Marshall, Churchill, Gates Cambridge, and/or Mitchell Scholarship. To compete for these 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.

Your letter is due to Fellowships and Scholarships Office (FSO) by **April 15** (please contact FSO if you have problems meeting this deadline). Letters may be submitted via email to the FSO at fso-general@andrew.cmu.edu or send hardcopy letters to: FSO, Warner Hall 530F. Your letter will be reviewed by the members of the Carnegie Mellon UK Awards Selection Committee, which consists of faculty and administrators from across the university, and the FSO staff.

Please provide ample detail and evidence of the following information in your letter:

- familiarity with the candidate (i.e. nature and duration of your relationship)
- his/her current and past accomplishments
- his/her leadership potential (especially for distinction in chosen field & profession)
- a comparison of the student to her/his peers (i.e. top x% or other description)
- his/her preparation for research or study while abroad
- his/her ability to carry out the proposed research or study while abroad
- how such plans fit into the candidate's long range career goals
- why you believe that she/he merits strong consideration by the selection committee

If your student receives Carnegie Mellon's endorsement, you will be asked to update and resubmit your letter to the appropriate national competition. Final letters will be due in September. Your student will contact you with follow-up instructions for the specific award(s) they are applying to.