



2039 KENNEDY BLVD, HEPBURN HALL 215, JERSEY CITY, NJ 07305
Attention: Scholarship Coordinator

UNIVERSITY FOUNDATION SCHOLARSHIP RECOMMENDATION FORM

APPLICANT: Please complete the top half of this form and give it to your recommender. This form must be fully completed and must accompany letters of recommendation in order to match the letter to your file. Letters received without this completed form or without the recommender's signature will be returned to the recommender. Please print or type:

FIRST NAME	LAST NAME	GOTHIC ID
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This form and the letter of recommendation that accompanies it is necessary for the University Foundation Scholarship Committee to evaluate your candidacy for the University Foundation Scholarship Program. It will be received and maintained in confidence by the Scholarship Committee. Since a confidential evaluation is vital to the selection process, you can indicate to the person who is writing your letter of recommendation that you have voluntarily waived your right to review the letter that accompanies this form by signing the following statement:

"I understand that letters and statements of recommendation concerning me are sent to the NJCU University Foundation Scholarship Program to evaluate my candidacy as a scholarship recipient, and I hereby expressly and voluntarily waive any and all access rights I might have to such recommendations under the Federal Family Educational Rights and Privacy Act (FERPA), any state law, or any other laws, regulations, or policies."

APPLICANT'S SIGNATURE	DATE
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RECOMMENDER: The person whose name appears above is applying for a University Foundation Scholarship for continuing students at New Jersey City University. The applicant has requested a letter from you, and it would be very helpful if you submit your signed letter, accompanied by this form, as soon as possible, before the May 1st deadline. The NJCU Scholarship Committee value your candid appraisal of the applicant's academic ability and leadership potential, as well as the applicant's character, dedication, responsibility, and work ethic. Evidence of overcoming adversity, rising to challenges, and exceeding expectations are helpful in assessing the candidate's application for a University Foundation Scholarship. Please include a statement as to how well you know the applicant and in what capacity, and how the applicant compares to other students in the same category.

Please complete the lower half of this form and include it with your signed letter of recommendation, preferably on letterhead, in a sealed envelope directly to the NJCU Scholarship Coordinator at the address shown above.

Please print or type:

First Name	Last Name
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NJCU Department	Office Extension
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Recommender's Signature	Date
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