



NHS Scholarship Program
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NHS is a program of NASSP

NHS Scholarship 2020–21

Recommender Guide

Thank you for agreeing to serve as a recommender for the National Honor Society (NHS) application process. A recommender may be a faculty member at the student’s school, a counselor, coach, club sponsor, mentor, or community member who can speak to the applicant’s demonstration of and commitment to service, leadership, and character. NHS advisers should NOT serve as recommender for their students for the NHS Scholarship application.

Each applicant is asked to request one recommendation to complete their NHS Scholarship application. As a recommender, you will receive an automated recommendation request email from scholarship@nhs.us—National Honor Society Scholarship. Along with a certification from the applicant’s NHS adviser, your recommendation is required for the student’s application to be considered complete and eligible for review. The deadline for recommendation submissions is **Tuesday, December 1 at 5:00 p.m. (ET)**.

The Recommendation

To start your recommendation, click on the unique link in the email. Be sure to save this email. The recommendation link is unique to each applicant. If you are completing multiple recommendations, you will need to click on the link for each respective applicant.

You will be asked to respond to a series of short-answer questions and provide ratings assessing the applicant. We are looking for recommenders to provide an evaluation of the student’s character, leadership, and service as observed by you in your professional or leadership capacity as well as information which may not be obtained by the student submission.

Once you have completed your recommendation, click “submit.” The applicant will be able to see that the recommendation is complete but will not see the contents of your submission. Inform the applicant that you have completed your recommendation.

Tips

- When agreeing to serve as a recommender for an applicant, please confirm your email address with the applicant.
- If you are submitting recommendations for multiple applicants, only open one link at a time so you don’t submit a recommendation for the wrong student. Once the recommendation is submitted, you cannot edit it and the link becomes inactive.

- Recommendations must be submitted using the required form by the deadline: Tuesday, December 1, 2020, by 5:00 p.m. (ET).
- Automated reminder emails will be sent from the NHS Scholarship portal until the recommendation is submitted or the deadline passes.
- Should you have any questions about this process, please email scholarship@nhs.us. In your email, include the name of the applicant and the high school where they are presently enrolled.
- Do not submit recommendations or attach documents via the email address. Supplemental materials are not attached to the student's application and will not be considered. Only the information provided on the recommendation form is reviewed and considered by the committee.