



NHS Scholarship Program
1904 Association Drive
Reston, VA 20191-1537
703.860.0200 • Fax: 703.476.5432
www.nhs.us/scholarship



NHS is a program of NASSP

NHS Scholarship 2021–22

Recommender Guide

Thank you for agreeing to serve as a recommender for the National Honor Society (NHS) Scholarship application process. A recommender may be a faculty member at the student’s school, a counselor, coach, club sponsor, mentor, employer, or community member who can speak to the applicant’s demonstration of and commitment to service, leadership, and character. The NHS Scholarship application requires one completed recommendation form. Applicants will enter the name and email address of the recommender into a request form in their application. Recommenders will receive an automated email from scholarship@nhs.us containing a link to the recommendation form.

IMPORTANT: The automated email is sent when the applicant completes the request. Applicants are strongly advised to send this request early in the process, and not close to or on the day of the deadline. If you receive a request from an applicant close to or on the day of the deadline, and you do not have time to complete the recommendation form, please notify the applicant directly and not the national office.

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 that 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 to avoid submitting the recommendation for the wrong applicant. 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: Wednesday, December 1, 2021, by 1:00 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.
- The scholarship@nhs.us email address is intended for questions and inquiries only. Letters of recommendation or other attachments/supplemental information are not connected to the student's application and will not be considered in the process. Only the information provided on the recommendation form is reviewed and considered by the committee.