

## Scholarship Recommendation Form Submission Instructions

Thank you for providing a recommendation for an Academy of Nutrition and Dietetics Foundation Scholarship Applicant.

Please note the following instructions and information for uploading the required Academy Foundation Recommendation form:

**Instructions for uploading this form:**

- The applicant has been instructed to send the form to you via email or you can locate the form [here](#):
- Complete the form and save it your computer
- Click on the link that was included in the email requesting you to submit a recommendation form. The link is found at the bottom of the email.
- **Please note, the link expires within 24 hours. If the link is no longer working, contact the applicants and ask them to re-send an email with a new link.**
- When prompted , enter **the same email address** that the recommender email was sent to
- Click the “choose file” button
- Select the recommendation form you saved to your computer
- Click the “upload” button
- Click the “finish” button
- When you have uploaded successfully, a message will appear on your screen thanking you for your submission.
- Applicants cannot submit their application until their recommenders have uploaded their forms. Applications are due Monday, April 17<sup>th</sup> at 5:00 pm central.

**Please note:**

- If the link that you received for uploading is in plain text and not a “clickable” live link, copy and paste the link text into your browser. If you are a Hotmail user, you may have to hit reply on the email before you are able to copy the link text.
- If you have been asked to serve as a recommender for multiple applicants, **please note each application (and applicant) has a unique and separate link that you should receive via email. Please do not load more than one recommendation form per application link.**
- **If you do have multiple recommendation forms to upload to multiple application links, clear your browser each time between uploading each form.** OR It is recommended that you copy and paste the link into a private browser.

Please contact Stacy Chassagne with the Academy Foundation with questions at [scholarship@eatrigh.org](mailto:scholarship@eatrigh.org)