

ACADEMIC LETTER OF RECOMMENDATION FORM

This form must accompany your letter of recommendation.

Please complete this form and send with your signed letter directly to the PanHellenic Scholarship Foundation no later than **January 31, 2019**.

Please be advised that academic letters of recommendation must specifically address your scholastic performance. All academic letters of recommendation must be written by a full-time or part-time (adjunct) college faculty on departmental stationery, or by a high school teacher on official school letterhead.

College freshmen may obtain **at most** one of the two academic letters of recommendation from a high school teacher, if necessary. Upperclassmen are recommended to obtain at least one academic letter from a faculty member in their major field.

Academic letters of recommendation prepared by other individuals, such as graduate teaching assistants, guidance counselors, academic advisors, principals, etc., **will not** be accepted and the application will be disqualified. The Foundation **will not** accept two letters from two instructors who co-taught a class together. In other words only one letter of recommendation per class.

This form must be completed and submitted together with the Academic Letter of Recommendation. Letters must be mailed or emailed by the recommenders directly to the Foundation. Emails should be sent to applications@panhellenicsf.org. Letters must be postmarked no later than the deadline. Academic Letters of Recommendation must be submitted in direct reference to the PanHellenic Scholarship Foundation and be dated within six months of the application deadline.

Letter provided for (Applicant's full name): _____

Full Name (Person writing the letter): _____

Title: _____

School: _____

Office Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

If sending via mail please address to:

Peter Korbakes
Director of Scholarships
PanHellenic Scholarship Foundation
17 North Wabash Avenue, Suite 600
Chicago, Illinois 60602