

## Letter of Recommendation Acknowledgement Form

Name: \_\_\_\_\_

Student NSHE ID: \_\_\_\_\_

Major: \_\_\_\_\_

Minor (if applicable): \_\_\_\_\_

Class Standing: \_\_\_\_\_

Name of Individual Providing Reference: \_\_\_\_\_

By submitting this form I understand that my application will not be considered complete until the required letter of recommendation is submitted via e-mail to [engineering.scholarship@unlv.edu](mailto:engineering.scholarship@unlv.edu)

a. The letter must include contact information for the individual providing the reference and must be submitted as a signed PDF.

b. The letter of recommendation must be submitted by the priority application review deadline of March 1, 2016 in order for my application to be reviewed in the priority review process.

c. As the student it is my responsibility to follow-up with the individual providing the recommendation to ensure timely submittal of the letter.

**PLEASE NOTE: The Advising Center and its staff will not be able to answer questions related to the submittal of the letter. However, if in the body of the e-mail sending the letter, the recommender provides your student ID number and/or your UNLV rebelmail address, the scholarship coordinator will send a confirmation of receipt of the letter of recommendation to both the recommender and the applicant within 5 business days.**

If the letter of recommendation is submitted directly from the recommender the Advising Center will not be able to provide the applicant with a copy of the letter of recommendation.