FORM FOR REFEREES, AY 2024-2025 UNDERGRADUATE SCHOLARSHIP COMPETITION

*If you are receiving this form then you have agreed to write a letter of reference for a finalist for the undergraduate scholarship competition.*

DUE: These letters are due electronically as **word doc or pdf** to Nancy Rahn by **Monday April 15, 2024**. ***Save file as student’s surname LOR***.

Our office has asked undergraduates to make sure you have a copy of their stage two applications (due Monday April 8) to consult as you write this letter.

AUDIENCE: The audience for these letters is the current scholarship committee & office of the DUS; traditionally these letters aren't always as formal as letters that get sent to external institutions and can be shorter. But by all means provide as much detail as you wish so we can properly judge the merits of each case.

TESSA M OBERG SCHOLARSHIP: If the person for whom you are writing is applying for the Oberg Scholarship, your letter must address their eligibility. You can simply address this in one or two sentences toward the end of the general letter (the award carries this explicit donor restriction). *We have* *instructed students to let referees know whether they are applying for this award, so they should let you know.*

Tessa M. Oberg Scholarship Fund: English major, any standing, who has been employed part-time while enrolled full-time, and whose scholarship essay demonstrates a focused extracurricular commitment. Referees also will be asked to discuss these commitments in their letters.

If you have never written a letter for this competition before, are writing for a student but are not faculty in the English department, or otherwise have any questions at all, please consult the DUS: Catharine Gray, [cathgray@illinois.edu](mailto:cathgray@illinois.edu).

Thank you for supporting undergraduate excellence in scholarship!

OFFICE OF DUS