

ALLAN SAXE DISABLED STUDENT SCHOLARSHIP
Requirements for Letters of Recommendation

- I. When requesting a letter of recommendation from UT Arlington faculty and/or staff, you should seek individuals who are familiar with your academic achievement and/or activities at UT Arlington and in the community.
- II. Recommendations must be typed and preferably on the letterhead stationery of the person sending the recommendation.
- III. Applicants should provide the following list of questions to each recommender for them to address when writing their recommendation:
 - a. How long and in what capacity have you known the applicant?
 - b. What is your judgment of the applicant's maturity, academic accomplishments and community contributions?
 - c. What is your evaluation of the applicant's capabilities within a higher education setting?
 - d. Identify areas such as work performance, workload management abilities, leadership ability, and personal characteristics that make them worth of receiving The Allan Saxe Disabled Scholarship.
 - e. Other comments
- IV. Completed recommendations must include the name of the student and should be either delivered by the applicant in a sealed envelope with the signature across the seal or mailed directly to The Office for Students with Disabilities.
- V. Please be advised that if your recommendations are not received by the stipulated deadline, your application will be considered incomplete and ineligible for the scholarship.