

## Character Reference Request Form for Rutgers Youth Enjoy Science



Greetings Principals and/or Supervisors!

Thank you for taking the time to complete this recommendation form on behalf of your teacher. The recommendation you are completing will be an integral part of your teacher's application. We ask that you focus on the positive as much as possible when completing this form. Below are a few guidelines for completing the form.

Guidelines for the recommendation form:

- Please type your responses directly into the PDF form.
- Make sure you include some information about your personal experience working with the candidate in the space for additional comments. Blank or sparsely written comment sections are viewed negatively by the Application Review Committee.
- Once you have completed the form, please save it with the Applicant's name in the file name (it may be easiest to save directly to your desktop).
- Retain a copy of the completed recommendation for your records.
- Email the completed form to [RUYES@cinj.rutgers.edu](mailto:RUYES@cinj.rutgers.edu).
- Before sending your email, open your attachment one last time and confirm all fields have been completed. If your information is not saving see the tips and tricks on page 2 of this letter.
- This form **MUST** be emailed directly to RUYES from a teacher/school email account in order for it to be accepted.

This form is due to the RUYES office by **Monday, January 31**. Once you have completed the form, please email it directly to RUYES ([RUYES@cinj.rutgers.edu](mailto:RUYES@cinj.rutgers.edu)). We can only accept recommendations emailed from a teacher/school email account. Faxes cannot be accepted.

If you have any questions, do not hesitate to contact our team at [RUYES@cinj.rutgers.edu](mailto:RUYES@cinj.rutgers.edu). If you would like to find out more information on RUYES Mentored Research programs, please visit [cinj.org/ruyes](http://cinj.org/ruyes).

Thank you in advance for your time and all you are doing for your students and teachers!