

Character Reference Request Form for Rutgers Youth Enjoy Science

Greetings Teacher!

Thank you for taking the time to complete this recommendation form on behalf of your student. The recommendation you are completing will be an integral part of your student'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 this student 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.
- 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 **February 19 (updated)**. Once you have completed the form, please email it directly to RUYES (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. If you would like to find out more information on RUYES Mentored Research programs, please visit cinj.org/ruyes.

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

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Tips & Tricks

If you are having trouble saving the completed version of the recommendation, we recommend “printing” your response to a new PDF by following the steps below:

- Open the attached recommendation PDF in Adobe.
- Type your information and responses directly into the form.
- When you have completed all of the fields – select “file” — “print” (not save).
- When the print window pops up pay specific attention to the destination or printer to which you are printing.
- Make sure that the destination or printer says, “Save as PDF” or “Adobe PDF”.
- Select Print.
- Another window will pop up where you can rename the file and choose where it will be saved.
- Rename the file using the student’s name and hit save.
- Your completed PDF should be saved and ready to be sent!

If you are still having trouble completing the form or saving the completed version, please do not hesitate to reach out to us directly. We are more than happy to walk you through the steps and assist in any way possible!

Thank you for your support!