

Character Reference Request Form for Rutgers Youth Enjoy Science

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!

