



Instructions for Recommenders for Degree Plus Scholarship Application

Thank you for your interest in providing a recommendation for someone who is interested in receiving financial assistance for a Degree Plus certificate at the University of Utah. This is a new non-credit program at the University of Utah. You can find out more information about this program by visiting degreepluscertificate.com or proed@continue.utah.edu.

Instructions for recommendations:

1. The best recommendation letters include personal observations about the applicant attesting to qualities such as professionalism, ethics, teamwork, creativity, leadership or tenacity.
2. Make sure to include how you know the applicant and for how long you've known the applicant.
3. Your recommendation can be included in the body of an e-mail or as an attached document.
4. Recommendations will not be shared with applicants unless prior, written authorization is received from the recommender.
5. Please include your contact information and as appropriate, title or place of work if that's relevant to your recommendation.
6. There is no minimum or maximum word count for the recommendations.
7. Deadlines for scholarship applications are August 1st for fall semester programs and November 1st for spring semester programs.

E-mail your recommendation to:

Degreeplus@utah.edu

Include *"Degree Plus Scholarship Recommendation"* in the subject line.

You will receive a confirmation response when we review your recommendation letting you know that it has been received. If you do not receive any confirmation, you can contact us at andrea.l.miller@utah.edu or 801 587 8822.

Please do not hesitate to contact us with any questions. We appreciate those who take the time to support students pursuing professional development opportunities.

Degree Plus Certificates Expand Your Options

Designed for those just beginning their professional careers, the Degree Plus Certificate Series opens up opportunities to today's most in demand career fields.

Choose from numerous non-credit certificates in a variety of career areas. These programs maximize the value of your undergraduate degree, broaden your skill set and increase your competitiveness in the job market. Certificates can be completed in just one to two months, feature classroom-based instruction, and include personalized career coaching. Completed certificates are posted on University of Utah official transcripts.