



DELTA SIGMA THETA SORORITY, INCORPORATED
A Service Sorority Founded in 1913

**INSTRUCTIONS FOR REQUIRED CONTENT UNIVERSITY
OFFICIAL LETTER
(COLLEGIATE ONLY)**

A UNIVERSITY OFFICIAL IS AN ADMINISTRATOR OR OTHER PROFESSIONAL STAFF MEMBER AS DESIGNATED BY THE COLLEGE/UNIVERSITY THE APPLICANT CURRENTLY ATTENDS.

DIRECTIONS TO APPLICANT:

Note: The university official letter of recommendation **MUST** be dated **AFTER** the date of the chapter's RUSH activity to be considered. To submit the required public service letter of recommendation chose one of the options below:

- 1) You may request that the university official provide you with an official written letter of recommendation that meets all requirements for **you to upload** with your membership application.
 - a. You will choose the **"I will upload my letter"** option in the membership application.

OR

- 2) You may request that the university official upload their official letter of recommendation that meets all requirements to your application.
 - a. You will choose the **"I would like to request a letter"** option in the membership application.
 - b. You will need to include the university official's email address in the required section of the application.
 - c. The university official will receive an automatic email with the instructions below to upload the letter to your application packet. Note: You will be able to view the letter prior to submission.

DIRECTIONS/REQUIREMENTS TO THE UNIVERSITY OFFICIAL
LETTER OF RECOMMENDATION FROM A COLLEGE/UNIVERSITY PROFESSOR OR COLLEGE/UNIVERSITY OFFICIAL (COLLEGIATE APPLICANTS ONLY)

Please review the instructions for a list of required items to be included in the university recommendation letter for the applicant.

One letter of recommendation **must** be from a college professor or college/university official (e.g., an administrator or other professional staff member as designated by the college/university) of the college/university the applicant is currently attending. The **college professor or college/university official letter must be written on official university letterhead**. "Official" is whatever the university deems its public or customary letterhead.

The college professor or college/university official letter **MUST** include (if the letter does not contain this information the applicant's application packet will be deemed **ineligible** and **will not** be scored) the following information:

- Letter of recommendation from the college professor or college/university official **MUST** be written by persons who are not related to the applicant. *A relative is defined as a person connected to another by birth, marriage or adoption.*

- Letter of recommendation from the college professor or college/university official **MUST** include the Name of the Applicant, and the letter must be typed, include signature (pen and ink-not digital), and dated (typed or pen and ink and in Month-Day-Year format) **AFTER** the official RUSH date.
- Letter of recommendation from the college professor or college/university official **MUST** include the name, and contact information (email and/or phone) of the individual writing the letter.