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.