Recommendation Letter Advice and Instructions for Submission of Letters

- Please submit your Letter of Recommendation electronically as an email attachment to goldbeja@lafayette.edu or externalscholarships@lafayette.edu. The letter should be signed and on letterhead. It should be attached as either a WORD or PDF document.

- Letters of recommendation must adhere to the following formatting instructions:
  - Up to 3 pages
  - 1” margins on all sides
  - Arial or Times New Roman font no smaller than 12-point

- IMPT: This year, you will not need to upload your letters to the Goldwater application site. Once we receive your finalized letter for any nominated student, I will be uploading the letter to the student’s application. This is a new procedure dictated by the Goldwater Foundation. As in the past, your letter is confidential; that is, the applicant will be able to see your letter unless you show it to him/her.

- Goldwater selection committee readers expect detailed letters that convey the following:
  - Letters should concentrate on the applicant’s motivation and potential for a research career. (It is OK for the applicant to be a ‘nerd’; the applicant’s success in your course is assumed).
    - Letters should indicate how the applicant demonstrates that s/he is able to “make meaning from science” – e.g., from learning effective benchmark practices to a commitment to and passion for STEM practices.
    - Applicants who have not engaged in research at the time of application may demonstrate intellectual curiosity in other ways, including discussions with you on research or theory.
    - Applicants may also demonstrate their abilities and potential by meeting significant responsibilities, involvement in STEM student organizations, relevant employment or internships, etc.
  - Letters must speak to/about the applicant’s research and be consistent with the applicant’s claims throughout his/her application.
  - Letters that compare applicant to others who have gone on to outstanding PhD programs/research careers can be beneficial.

Questions? Please contact Dean Goldberg at: 610.330.5067 or externalscholarships@lafayette.edu or goldbeja@lafayette.edu.