Adobe Research Letter of Recommendation Upload Process via Scholarship America
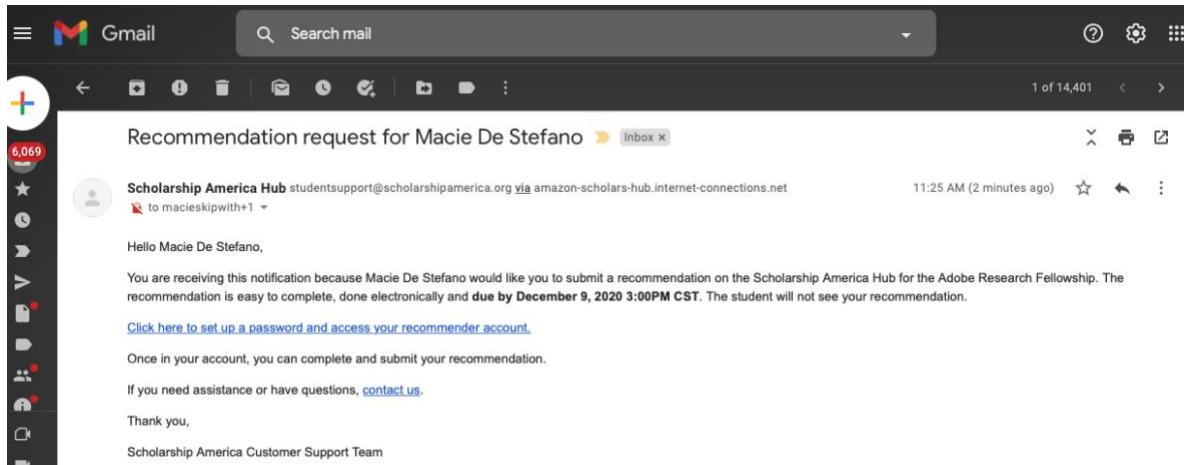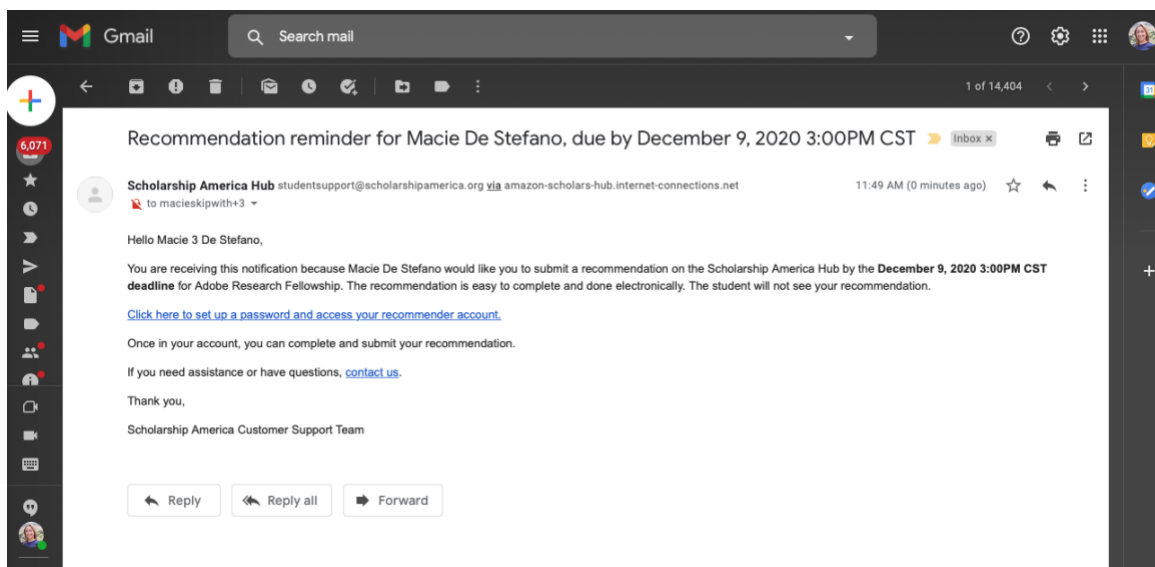
Letter of recommendation request

If you have been asked to provide a letter of recommendation for a scholarship or fellowship applicant, you will receive an email from studentsupport@scholarshipamerica.org via amazon-scholars-hub-internet-connections.net entitled "Recommendation request for [Applicant Name]". Within that email, there will be a link to setup a recommender account via Scholarship America hub to submit the letter. Please be sure to check the spam/junk folder for this email.

Letter of recommendation reminders

Applicants do have the capability to send reminders. Once an applicant initiates a reminder, you will receive an email from studentsupport@scholarshipamerica.org via amazon-schoalrs-hub-internet-connections.net entitled "Recommendation reminder for [Applicant Name], due by December 9, 2020 3PM CST".

Uploading a letter of recommendation

Recommender login via Scholarship America
The hyperlink within the email notification will take you to a webpage to "set your password."

Upon entering a new/confirmed password and clicking "Log in," you'll be taken to a webpage with the applicant's name hyperlinked under a "Requested" section.

Welcome, Macie De Stefano   ID #1258383   ⚙ Settings | Log out

Scholarship America | **Hub**   Dashboard

*Your session will end at **10:57:32am** Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.*

If you have any recommendation requests to complete, they will be shown below separated by scholarship.

Click the name of a student to complete the recommendation form. When you submit a recommendation, it will be locked and moved from the "Requested" to "Submitted" list.

Requested

Adobe Research Fellowship: Up to 250 completed applications will be considered for the Fellowship (due by 12/09/2020 03:00pm)
   o **Macie De Stefano**

It's important to note that IF you have already submitted a letter of recommendation for a different applicant, you will see record of that. Beneath the "Requested" section, you will find a "Submitted" section.

Welcome, Macie De Stefano   ID #1258383   ⚙ Settings | Log out

Scholarship America | **Hub**   Dashboard

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Click the name of a student to complete the recommendation form. When you submit a recommendation, it will be locked and moved from the "Requested" to "Submitted" list.

Requested

Adobe Research Fellowship: Up to 250 completed applications will be considered for the Fellowship (due by 12/09/2020 03:00pm)
   o **Macie De Stefano**

Submitted

Adobe Research Women-in-Technology Scholarship: Up to 250 completed applications will be considered for the Scholarship
   o **Macie De Stefano**

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Upon clicking the hyperlinked applicant name within the "Requested" section, you'll be taken to a webpage to provide your personal information as well as disclose your connection to the applicant. This is considered the "Recommendation" phase.

Recommendation phase

Scholarship America. Hub

Dashboard

*Your session will end at **11:12:22am** Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.*

Adobe Research Fellowship
Up to 250 completed applications will be considered for the Fellowship

Due by: December 09, 2020 3:00pm
LEARN MORE

Recommendation   **Documents**   **Review**

🟢 ———————>————————>————————

Next >>

Applicant: Macie De Stefano

Recommendation

Please complete the information below. To upload the Letter of Recommendation, please proceed to the next Documents section.

Recommender First Name *   [   ]

Last Name *   [   ]

Connection to applicant *   [   ]

Institution or employer *   [   ]

Daytime Phone Number   [   ]

555-555-5555

I will upload my recommendation in   [Yes   ▲▼]
the Documents section *

Signature of recommender *   [   ]

Save answers   **Return to top**

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Complete the data entry for the "Recommendation" section

- Beneath the "Add a Document" section header, select "Recommendation" from the drop-down field.
- We advise that you populate the "Description" field with a unique text reflective of that specific applicant.
- Click "Choose File" to upload please upload a PDF file type using the naming conventions instructed.
- Click "Add document" once your selected .pdf file name appears to the right of the "Choose File"
- The added document will automatically get assigned

Click the "Save answers" button. The "Recommendation" segment of the progress bar at the top will become green. That's your signal to click the "Next" button, which will take you to the proceed to "Documents" phase to upload the letter.

Documents phase

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Dashboard

Your session will end at **11:43:24am** Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.

Adobe Research Fellowship
Up to 250 completed applications will be considered for the Fellowship

Due by: December 09, 2020 3:00pm
LEARN MORE

Recommendation   **Documents**   **Review**

<< Previous   **Next >>**

Applicant: Macie De Stefano

Upload the letter of recommendation below.

Add a Document
Only PDF, JPG, and PNG file types are allowed.

Document Type *
[Recommendation ▲▼]

Document *
[Choose File] SAMPLE.pdf

Description *
[recommendation for Macie De Stefano]

[**Add document**]

Assign Documents

A checkmark symbol means that document type has its minimum number of assignments met. Otherwise a warning symbol is shown.

Document Type	Minimum Required	Maximum Allowed
🛑 Recommendation	1	1

Select the Assigned column checkbox to attach a document to an application or form. If a checkbox is not shown, all assignments for that document type have already been made. You may remove an assignment if you wish to use a different document.

Program	Form Type	Document Type	Description	Assigned	Date
Adobe Research Fellowship	Recommendation	Recommendation	recommendation 1	☐	

Your Documents

If a document is not assigned to any application (including completed applications not shown), you may remove it using the Delete option.

Document Type	Description	Document	Delete
Recommendation	recommendation 1	sample.pdf	

Once your selected letter of recommendation pdf file has been "Assigned" the "Documents" segment of the progress bar at the top will become green. You will also see a green checkmark next to "Recommendation" beneath the "Assign Document" section. Click the "Next" to proceed to the "Review" phase.

Review & submit phase
The "Review" phase is the final step of the letter recommendation upload process. Please review all provided content. If revisions are required, click "Edit this section." Once satisfied with the content and ready to submit, click "Lock and Submit."

Scholarship America. | Hub

Dashboard

*Your session will end at **11:57:45am** Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.*

Adobe Research Fellowship
Up to 250 completed applications will be considered for the Fellowship
Due by: December 09, 2020 3:00pm
LEARN MORE

Recommendation   Documents   Review

<< Previous   Lock & Submit

Applicant: Macie De Stefano

Your Application

Please review the information you have entered below. If any section has incomplete or incorrect information, click the Edit This Section link. When all data is complete and acceptable, the Lock and Submit button will display at the bottom of this page. If you don't see the Lock and Submit button, review all sections for missing information.

Recommendation

Edit this section

Please complete the information below. To upload the Letter of Recommendation, please proceed to the next Documents section.

Recommender First Name *	Macie
Last Name *	De Stefano
Connection to applicant *	Advisor
Institution or employer *	Full University Name
Daytime Phone Number	
I will upload my recommendation in the Documents section *	Yes
Signature of recommender *	Macie De Stefano

Your Documents

A checkmark symbol means that document type has its minimum number of assignments met. Otherwise a warning symbol is shown.

Document Type	Minimum Required	Maximum Allowed
✔ Recommendation	1	1

Document Type	Document
Recommendation	sample.pdf
	Documents

Lock and Submit

Upon clicking the "Lock & Submit" button, you'll see a pop-up confirming you're ready to submit. You CANNOT make changes once the recommendation is submitted. Press OK to submit.

Submission confirmation

Upon clicking "OK," you'll be directed to the landing page showing the name of the applicant you uploaded a letter of recommendation for appearing under the "Submitted" section. You'll also receive a confirmation email.

Scholarship America | Hub

Dashboard

Your session will end at *12:02:35pm* Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.

✔ Thank you for submitting your recommendation.
✔ A confirmation of your recommendation submission has been sent to your account email address.

If you have any recommendation requests to complete, they will be shown below separated by scholarship.

Click the name of a student to complete the recommendation form. When you submit a recommendation, it will be locked and moved from the "Requested" to "Submitted" list.

Submitted

Adobe Research Fellowship: Up to 250 completed applications will be considered for the Fellowship
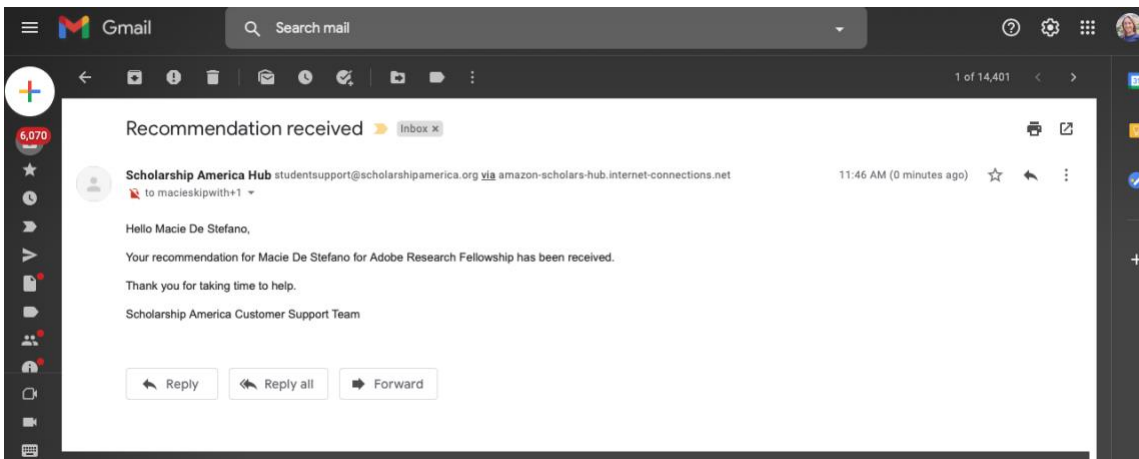   ○ **Macie De Stefano**
Adobe Research Women-in-Technology Scholarship: Up to 250 completed applications will be considered for the Scholarship
   ○ **Macie De Stefano**

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← ☐ ⓘ 🗑 ✉ ◷ ✅ ☐ ▭ ⋮   1 of 14,401   ‹   ›

Recommendation received ⟫ Inbox ×   🖨 ⧉

Scholarship America Hub studentsupport@scholarshipamerica.org via amazon-scholars-hub.internet-connections.net   11:46 AM (0 minutes ago) ☆ � ⋮
to macieskipwith+1 ▾

Hello Macie De Stefano,

Your recommendation for Macie De Stefano for Adobe Research Fellowship has been received.

Thank you for taking time to help.

Scholarship America Customer Support Team

↩ Reply   ↩ Reply all   ➡ Forward

Support
Please direct your questions to the email alias matching the program:

Adobe Research Women-in-Technology Scholarship
   • AdobeScholarship@scholarshipamerica.org
Adobe Research Fellowship
   • AdobeFellowship@scholarshipamerica.org