College Applicants Need a Letter of Recommendation and an Advising Verification

College students applying for the Kaiser Permanente Health Care Career Scholarship in 2019-2020 must have previously received the scholarship as high school seniors in 2018. College applicants are required to have the following:

- **A letter of recommendation** submitted online by a current professor, college academic advisor, volunteer supervisor, or work supervisor. The letter can also be from a health care professional whom the applicant has shadowed.

- **An academic advising verification** submitted online by a college academic advisor with whom the college student has met. The advisor will be asked whether the applicant has had an advising session in fall 2019 as well as how frequently the applicant has utilized advising services during his/her time at the college/university. The advisor will also have an *optional* opportunity to provide additional remarks.

> It is fine if the academic advisor completing the advising verification is the same individual submitting the letter of recommendation.

Letters and advising verifications are *confidential*; applicants will not be able to view them.

Applicants should *start* the online application as soon as possible and enter the email addresses for the letter writer and the academic advisor. Once the applicant completes this task, these individuals will receive emails containing links to the application portal where the letter and advising verification can be submitted.

**Returning recommenders/advisors** who have used our scholarship site in preceding years and are using the same email address will be prompted to enter their password. *Forgot your password?* Simply click the “Trouble signing in?” link on the sign-in page and follow instructions for a password reset.

**Recommenders/advisors new to the site** will be prompted to create a password. This same password should be used in subsequent visits to the site (e.g. if you are recommending more than one applicant). The exception to this rule is if an applicant enters a different email address for you; if that is the case, the system will view you as a new user (based on the new/different email address) and will prompt you to create a password to utilize with that email address.

College applicants can fill out but cannot *submit* their applications until the recommender and the advisor have made their submissions, so the deadline listed for recommenders and advisors (December 12, 2019, 5 p.m. PST) is one day ahead of the actual application deadline (December 13, 2019, 5 p.m. PST).

**Questions?**
Contact Dawn Bush, Specialist, Community Health Careers, Kaiser Permanente, at 503-813-4521 or kpnw-scholarships@kp.org.