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**RECOMMENDER INSTRUCTIONS**

DO NOT UPLOAD. PLEASE PRINT OUT AND GIVE THESE INSTRUCTIONS TO YOUR RECOMMENDERS.

**Applicant Name:**

This applicant is applying to the [Harvard-Amgen Scholars Program](http://uraf.harvard.edu/amgen-scholars), to participate in the 10-week summer residential community of undergraduate researchers and interns. A critical factor in evaluating the application is evidence of initiative and motivation in an academic and/or research setting. The applicant has selected you to provide a letter of recommendation to the Harvard-Amgen Scholars Selection Committee, and we thank you for your effort on the applicant’s behalf. We would appreciate it if you would address the following questions in your letter:

**1. In what capacity do you know the applicant?**

**2. Can you provide brief examples of initiative, motivation, and determination in an academic and/or research activity?**

**3. Please address the applicant’s potential lab host selections. Why is this a good mutual fit?**

**4. How would the applicant benefit from and contribute to the Harvard-Amgen Scholars community?**

You may submit your letter as a Word document or .pdf attachment via your official, verifiable professional e-mail address to **amgenscholars@harvard.edu**. (On the subject line, please type [APPLICANT’S NAME] and “HARVARD-AMGEN SCHOLARS RECOMMENDATION”.) Please note that this is *not* an encrypted server system, and is provided for your convenience only. **For your protection, letters submitted from non-official, personal accounts (i.e., G-mail, Yahoo, or other private e-mail applications) will not be accepted.**

The deadline for receipt of application materials is **Monday, February 1, 2016**. If you have any questions, please contact the Assistant Director of Undergraduate Research, Dr. Cammi Valdez, at amgenscholars@harvard.edu.