

2021 Duke Schwarzman Recommendations

Congratulations! You have been asked to recommend a student for a highly competitive national scholarship. This is both an honor in that you are mentoring an ambitious and promising student, and a responsibility in that you likely wish to write a letter that can help your student stand out from a pool of other highly promising young people.

Please note:

- ❖ You are *never* required to write for a student. Please only write for those students for whom you believe you can make a good case.
- ❖ All students have waived their rights to see your letters.
- ❖ It is against NCS-OUSF policy to accept letters originally authored by students. We need the letter to be from you.

At any time in this process, from brainstorming the first draft to finalizing your letters, we are delighted to help. We are most available during the early part of the summer, but we do our best to prioritize our letter writers.

Please contact ncs-ousf@duke.edu.

Schwarzman Scholarship Recommendations Process

Criteria	Does the applicant share a compelling reason to understand China and its relations globally?		
	<ul style="list-style-type: none"> ❖ Leadership Abilities <ul style="list-style-type: none"> ➢ Demonstrated initiative ➢ Ability to form teams to work toward a common goal and perseverance ❖ Exemplary Character & Integrity ❖ Academic Aptitude & Intellectual Ability ❖ Empathy & Intercultural Competency <ul style="list-style-type: none"> ➢ Evidence of engaging with people outside their peer group ➢ Do they appreciate the needs of others? ❖ Open Mindedness ❖ Entrepreneurial Spirit 		
Endorsement Required	None		
Number of Recommenders	3 total: <ul style="list-style-type: none"> ❖ a professor who can speak to academic abilities: ❖ an employer, supervisor, mentor, faculty member, or other who can address leadership abilities with examples ❖ a mentor from any setting offering insight into how the applicant meets Schwarzman criteria 		
	*Chinese passport-holding applicant recommendations are DUE May 19, 2021		
Application Stages	Stage	Description	Deadline
	National Foundation Submission	You will receive a link from the Schwarzman scholarship application site to submit your letter. For technical difficulties, please contact apptech@schwarzmanscholars.org .	September 21 11:59 PM Eastern Daylight Time (EDT)
	Finalists Named	Some applicants will be invited to interview	October
	Scholars Named		Early November

FAQs

Where do I submit?

You will receive a link from the Schwarzman Scholarship Program (check your spam folder) and **will post the letter online yourself**. It should be a signed PDF on letterhead. NCS does not have access to your portal, and cannot submit the letter on your behalf.

Who do I address the letters to?

Members of the Schwarzman Scholars Program Selection Committee

Things to keep in mind?

Always remember the adage, "Show don't Tell."

Readers have many letters to read in a short period of time; be sure to highlight your key points early in the letter, if you can.

What should the letters contain?

- ❖ Tell the story of the candidate from YOUR point of view.
- ❖ How do you know the student?
- ❖ What is outstanding about their scholarship, leadership, and/or character?
- ❖ Could you tell us a story about a time the student impressed you?
- ❖ How does their study plan fit into their future ambitions?
- ❖ How does this student compare to other students you know? For instance, is the student is in the top 10% of students you have taught, or are even the best in your teaching career?

What details should I add to the foundation letter?

How does the student meet the Schwarzman criteria?

Why is China the next best place for them to study and advance their careers?

Further Resources

Advice On Recommendations from Penn State: <http://bit.ly/PennRecAdvice>

Stronger Recommendations from Inside Higher Ed: <http://bit.ly/stronger-letters>

We are hearing from foundations that gender bias is a common problem in letters they receive. Lehigh University has a good [website](#) addressing the issue and we commend it to you.