



APPLICATION FAQs

I have submitted my application, but how do I submit my Letter of Recommendation?

Step 1: When you are logged into your application, there will be a “Return to Menu” link at the top of the page. Click on “Return to Menu”.

Step 2: You should be able to see the menu, which includes “Create or Edit Application”, “Print”, “Upload Additional Files”, “Complete Your Recommendation Request” and “Logout”. Click on “Complete Your Recommendation Request”.

Step 3: Complete the short form, including your recommender’s name, email, relationship to you and phone number.

Step 4: Click “Submit” and another box will pop up. The box has an automatic email that is sent to your recommender explaining that you are requesting a recommendation for the HERlead Fellowship, and you have the option to add a personal message. Once you are done with your personal message, click “Send”.

Step 5: The email will be automatically sent to your recommender with a link where they can submit your recommendation. Recommendations are due on Sunday, March 11 at 11:59 pm EST.

My teacher has not received the Letter of Recommendation link. What can I do?

Make sure your teacher checks for an email from HERlead@vitalvoices.org in his or her spam or junk folder. If the link is not there, please ask your teacher to send an email to HERlead@vitalvoices.org with the letter attached and a brief explanation of the technical issue by Sunday, March 11 at 11:59 pm EST. Tardy Letters of Recommendation will only be accepted if you have already submitted and completed an application.

Can I submit an application for the Leadership Forum after the deadline?

The application period will end on Sunday, March 11 at 11:59 pm EST, and we will not accept any new applications. If your application is not submitted by the deadline on Sunday, March 11, 2018 at 11:59 pm EST, it will not be considered. We encourage you to apply next year!

I have already attached my transcript, optional video and headshot, but I would like to add an additional document to my application. How do I add another document?



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Step 2: You should be able to see the menu, which includes “Create or Edit Application”, “Print”, “Upload Additional Files”, “Complete Your Recommendation Request” and “Logout”. Click on “Upload Additional Files”.

Step 3: Attach your additional file, and it will be automatically added to your application.

If your question was not answered here, please reach out to a member of the HERlead Team by emailing HERlead@vitalvoices.org. We will respond to your email within 3 business days.