



## APPLICATION FAQs

### ○ I HAVE ALREADY SUBMITTED MY APPLICATION. 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 shows an automatic email that will be 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 to where they can submit your recommendation. Recommendations are due on **Friday, March 8** 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](mailto: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](mailto:HERlead@vitalvoices.org) with the letter attached and a brief explanation of the technical issue by **Friday, March 8** 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 **Friday, March 8** at 11:59 pm EST, and we will not accept any new applications after this time. If your application is not submitted by the deadline on **Friday, March 8** at 11:59 pm EST, it will not be considered. We do encourage you to apply the following 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?**

- 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 “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](mailto:HERlead@vitalvoices.org). We will respond to your email within 3 business days.