

Instructions for Inviting Your Reference & Submitting Your Transcript

Some applications require a recommendation from a non-family member. The recommendation must be submitted online through the UNCF Reference portal. **To INVITE A REFERENCE** to write a recommendation letter on-line. Here are the instructions.

To Invite a Reference, follow these steps.

1. Use Chrome if possible.
2. Click on the link of the scholarship for which you are applying.
3. Click "Apply Now."
4. Log into your account.
5. In the upper left area of the page, click "Home," and then, click "Applicant Home" or access these tabs by clicking the Menu bar in the upper right area of the page.
6. Scroll to where the program you are applying for is listed.
7. Scroll to the far right, and click "Invite a Reference."
8. If there is no "Invite a Reference" link on the Applicant Home page, click on the name of the program for which you are applying.
9. When asked if you would like to add a reference, click "Yes," and follow the prompt for entering the name of your reference and the email address of your reference. Click Invite/Submit.
10. Contact your reference, and ask him/her to check his/her inbox and spam folder for an email containing a link to the UNCF portal where he/she is to create a UNCF Account as a Reference.
11. Your reference is to log in to his/her UNCF account, and write a recommendation on your behalf in the box provided. Let your reference know that he/she can draft his recommendation in WORD or Google Docs, and then copy & paste it into the box provided in the reference form.
12. Thank your reference sincerely and repeatedly for writing a recommendation on your behalf.

Transcript Instructions for Freshmen & Transfer Students

1. Get a copy of your final high school transcript emailed to you. If it is hard copy, scan it to convert it to a PDF/Digital copy.
2. Save it to your device, and upload it from your device to the "File Attachments" page of your UNCF application.

Transcript Instructions for Returning Lane Students

Here are instructions for submitting your Lane College **transcript** to your UNCF application. If possible, use Chrome.

1. Go to www.lanecollege.edu to Log into your CAMS Account.
2. Click "Transcripts," and then, "Letter Transcript."
3. Then, click the printer icon in the upper left area of your transcript page.

4. Save your transcript as a PDF in your Documents folder. Name it "Your First & Last Name Lane College Transcript."
5. If you are not given the option of saving it as a PDF, copy and paste your transcript in to a WORD or Google document; save it as a PDF in your Documents folder; and name it as instructed above.
6. Make sure that a) Lane College b) your name and c) your cumulative GPA paste onto your document.
7. To upload your transcript to your UNCF application, click the "File Attachments" tab/page of your application, and follow the prompts for uploading your transcript.