<u>Additional Instructions about Submitting Recommendations and Transcripts</u>

Please read all of these instructions before completing your recommender request on Slideroom. All recommendation writers and school officials who upload your transcripts must be listed as "reference" on Slideroom.

1. Students should arrange for at least two (2) but no more than three(3) recommendations from STEM teachers, instructors, math or science coaches, academic directors, research supervisors, or other educators familiar with the applicant and the applicant's scholastic or research record.
   a. At least one recommender, but preferably two, should be a STEM teacher(s) from the applicant's current secondary school. Ideally candidates should have recommendations from one math teacher and one science teacher.
   b. Applicants who have participated in a substantial research project are strongly encouraged to request a recommendation from the relevant research supervisor. This should be someone who is familiar with your day to day research work on the project.
2. Students should designate one (1) school administrator or other official who will upload a PDF copy of: all secondary-school transcript(s), and any college-level transcripts or online course certifications, for courses taken after primary school through Fall 2016.
   a. Your designated school administrator should <u>only </u>upload PDF copies of your transcripts. They should not submit a recommendation on your behalf.
3. If you are having any technical issues with Slideroom (i.e. my teacher didn't receive their email request) please contact Slideroom at support@slideroom.com. If you have questions about sections within the application, please read the FAQ document and instructions.
   a. If have additional questions about the Slideroom application please contact Heather Curry at hcurry@cee.org.
   b. If you have questions about the RSI program or eligibility to apply, please contact Maite Ballestero at maite@cee.org.